URBAN
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A34
2002

AGENDAS/MINUTES
COMMITTEE OF THE WHOLE
CITY OF HAMILTON

JULY 9, 2002 ...

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2002

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JUL 08 2002

GOVERNMENT DOCUMENTS

City of Hamilton

AGENDA

COMMITTEE OF THE WHOLE 02-027

Tuesday, July 9, 2002

9:30 a.m.

Council Chamber
Hamilton City Hall
71 Main Street West
Hamilton, Ontario

Kevin C. Christenson
City Clerk

Please note: All cellular telephones and pagers to be switched to a non-audible function during Council and Committee meetings.

Agenda available on-line at www.city.hamilton.on.ca (click on "City Government")

1. DECLARATIONS OF INTEREST

2. ADOPTION OF MINUTES

2.1 July 2, 2002 (to be distributed)

3. DELEGATION REQUESTS

3.1 Request to address the Hearings Sub-Committee by Mr. John Hall, Remedial Action Plan for Hamilton Harbour respecting Update to the Hamilton Harbour Remedial Action Plan, Stage 2

3.2 Request to address the Hearings Sub-Committee by Mr. C.E.Babb respecting Ambulance Dispatch - Request to appear as a delegation

4. CONSENT ITEMS

4.1 Heritage Permit Application (2002-014) - to Permit the Construction of a Rear Second Storey Addition to the Property at 271 MacNab Street South, Hamilton (PD02142) (Ward 2)

4.2 Heritage Permit Application (2002-012 and 2002-013) - to Permit the Alteration of a Fence and Pointing of Masonry Repair at 252 James Street North, Hamilton (PD02141) (Ward 2)

4.3 Heritage Permit Application (2002-011) - to Permit the conversion of a Doorway into a Window at 1 Main Street West (City of Hamilton (PD02140) (Ward 2)

4.4 Heritage Permit Application (2002-010) - to Permit the construction of a Period Fence on the Property at 193 Delaware Avenue, Hamilton (PD02139) (Ward 2)

5. STAFF PRESENTATIONS

5.1 IP Telephony (FCS02077/CSE02019) (City Wide)

DISCUSSION ITEMS

6. CITY MANAGER

None

7. COMMUNITY SERVICES

7.1 Hamilton Emergency Services 3-Year Master Plan: Follow-up Report (CS02006a) (City Wide)

8. CORPORATE SECRETARIAT

8.1 Policy for Charitable and Private Company Solicitation of City Employees (City Wide) (CSE02018)

9. ECONOMIC DEVELOPMENT

None

10. FINANCE AND CORPORATE SERVICES

10.1 City of Hamilton - Former Regional and Local Development Charge By-laws - Indexing of Residential Rates (FCS02076) (City Wide)

10.2 2002 One-Time Items (FCS02059) (City Wide)

10.3 Commercial/Industrial/Multi-Residential Capping (FCS02080) (City Wide)

10.4 City of Hamilton $60,000,000 Serial Debentures Dated July 12, 2002, Maturing July 12, 2003-2017 (FCS02082) (City Wide)

11. HUMAN RESOURCES

None

12. PLANNING AND DEVELOPMENT

None

13. SOCIAL AND PUBLIC HEALTH SERVICES

13.1 Wentworth Lodge - Request for Expression of Interest (SPH02020) (City Wide)

14. TRANSPORTATION, OPERATIONS AND ENVIRONMENT

None

15. JOINT DEPARTMENTAL REPORTS

15.1 Remuneration and Office Expenses for Elected Officials (HUR02008/FCS02081) (City Wide) (Respecting Outstanding Business Item A)

15.2 Auchmar Estate (CS02060) (Ward 8) - to be distributed

15.3 Municipal Alcohol Policy - Follow-up Report respecting Insurance Liability Coverage (CS01069a)/(FCS02079) (City Wide)

16. ITEMS REFERRED BY CITY COUNCIL

16.1 Correspondence from AMO Alert - "AMO responds to Provincial Budget - 2002 Ontario Budget and relationship to municipal government

Referred by City Council to Committee of the Whole for Discussion.

16.2 MFOA Bulletin respecting 2002 Provincial Budget

Referred by City Council to Committee of the Whole for Discussion.

17. MOTIONS

18. NOTICES OF MOTIONS

19. GENERAL INFORMATION

20. PRIVATE AND CONFIDENTIAL

21. ADJOURNMENT

OUTSTANDING BUSINESS

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
A.	Report on Colliers Recommendations – HECFI Facilities	March 28/01	Community Services		2002 - Q1
B.	Demolition of 226 Avondale Street	April 25/01	N/A		TABLED by Ward Councillor
C.	Municipal Alcohol Risk Management Guidelines	Sept 26/01	Community Services	Staff to bring a report back on Risk Management surveys within Southern Ontario and old policies from former municipalities	
D.	Red Hill Creek Expressway	Nov 21/01	Legal/ Finance/TOE	Recovery of cost/ over expense from Federal Gov.	2002 – Q1
E.	Toll for Red Hill Creek Expressway	Nov 21/01	TOE/Finance	Staff to bring a report back on option for tolling Red Hill Creek Expressway	Awaiting Provincial Regulations
F.	Annual State of the City	Nov 21/01	Mayor/City Manager/Corporate Secretariat	Report back detailing information for inclusion in an Annual State of the City Report	
G.	HSR Pension Plan	Nov 21/01	Finance and Corporate Services	Staff to report back on group of pensioners not covered by the Pension plan	2002 – Q2
H.	Spreading of Biosolids	Nov 21/01	Transportation and Environment	TABLED pending Staff report	

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
I.	Urban Boundary	Dec 4/01	Planning & Development	Referral by HSC for staff to report back to COW	2002 – Q2
J.	Community Safety Zones	Dec5/01	Transportation and Environment	Referred back to staff for further consideration	2002 – Q2
K.	People's Panel	Dec5/01	TBD	Staff to report back on financial and staffing implications, selection process, terms of reference and implementation timeline	
L.	Aquafit Seniors/Disabled Fees	March 5/02	Community Services	Staff to prepare critical analysis	
M.	Council Communication - Residential Care Facilities	Jan. 23/02	Social and Public Health Services	Referred to staff for comments	
N.	Strategy to attract Factory Outlet stores	Feb. 13/02	Economic Development	Staff to bring implementation plan to Committee	
O.	Strategy for priorizing abandoned industrial and commercial warehouse structures	Feb. 13/02	Economic Development	Staff to bring implementation plan to Committee	
P.	Shortage of Area Doctors	March 6/02 Council	Social and Public Health	Staff to report back on shortages	
Q.	Remuneration and Expenses	March 5/02	Finance and Corporate Services		

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
R.	Harbour Port Authority	Feb. 13/02	Finance and Corporate Services	Staff to report back on additional revenues from Port Authority	June 18/02
S.	Pest Control	May 7/02	Planning and Development	Staff to report back on control of pests/rodents prior to demolition permit issued	
T.	Marina Assets	May 7/02	Community Services	Staff to report back on the selling of Marina assets to Port Authority	
U.	La Salle Park	May 7/02	Community Services	Staff to approach City of Burlington to explore feasibility of re-examining terms and conditions of lease	
V.	Alternative Service Delivery for installation of roadway signs and posts	May 7/02	TOE	Staff to report back with results and recommendation on this matter	
W.	Hannon Post Office	May 7/02	Corporate Secretariat	Staff to report back on possibility of address changes that align with telephone exchanges	
X.	Satellite Multi Tasking	Apr. 30/02		Sub-Committee to report back in one month	
Y.	Training in Food Safety - recommendation to AMO and AIPHA	Apr. 30/02	Social and Public Health	Staff to bring report back	

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
Z.	Correspondence from Hamilton District Labour Council/HUC Corporation Position Paper	Apr. 30/02	HUC	Staff to bring report back	
AA	HR Matters	May 7/02	Economic Development	Staff to report back	
BB	Consolidated Rural Municipal Numbering By-law	May 7/02	Planning and Development	Referred to staff for outside pricing and report back	
CC	Municipal Tax Competitiveness Study	May 23/02	Finance and Corporate Services	Referred to a Future COW in September	Sept. 24/02
DD	Creation of a Permanent Hamilton Future Fund - Interim Report	May 23/02	Mayor's Office	Tabled to a subsequent COW meeting	

SECTION 2

SECTION 3

3.1

Remedial Action Plan for Hamilton Harbour
P. O. BOX 5050
867 Lakeshore Road
BURLINGTON, Ontario
L7R 4A6
Tel: (905) 336-6279
Fax: (905) 336-4906

July 2, 2002

Mary Gallagher
Coordinator for Hearings Committee
City of Hamilton
71 Main Street
Hamilton, Ontario
L8P 4Y5

SENT BY E-MAIL

RE: Update to the Hamilton Harbour Remedial Action Plan, Stage 2 Report

Dear Ms. Gallagher:

The RAP Forum, representing over fifty stakeholder groups, has prepared an update to the Hamilton Harbour Remedial Action Plan. This update provides:

- a status of actions taken to date to implement the RAP
- revised and new recommendations, tasks and timelines
- costs to accomplish the RAP
- a monitoring plan to evaluate conditions; and
- delisting objectives to remove the designation as an "Area of Concern" under the Great Lakes Water Quality Agreement.

A series of meetings hosted by the Bay Area Restoration Council will be held this September to inform and receive input from the general public. We would also appreciate the opportunity to provide a similar presentation to our municipal councils and local conservation authorities, during the time period September 23 to October 31. A PowerPoint presentation of approximately 15 minutes will summarize this work and be supported by a brochure, a series of fact sheets and display material. I am, therefore, requesting that the City of Hamilton permit the Hamilton Harbour RAP to make a presentation to your Hearings Committee. The presentation will be made by John Hall, RAP Coordinator accompanied by Anne Redish, Chair of the RAP Forum and Jim Thoms, President of the Bay Area Restoration Council.

The City of Hamilton is both a member of the RAP Forum and the Bay Area Implementation Team (BAIT). The many and various recommendations and tasks identified in the Stage 2 Update will be implemented by members of the BAIT. The RAP Forum will look to the City to endorse the Updated Stage 2 Report, as a member of the RAP Forum once we have completed our public consultation and prepared a final report.

If you have any questions please contact me.

Sincerely

John D. Hall, M.C.I.P., R.P.P., RAP Coordinator

CC: Anne Redish, Chair of RAP Forum
Jim Thoms, President of BARC
Councillor Dave Mitchell, RAP Forum Member
Councillor Tom Jackson, RAP Forum Member
Lou Di Gironimo, RAP Forum Member and BAIT Member
Councillor Andrea Horwath, RAP Forum Member
Mary Ellen Scanlon, BAIT Member

JUN 23 2002

June 22 02

3.2

Mayor Bob Wade and Members of Hamilton City Council

AMBULANCE DISPATCH -
REQUEST TO APPEAR AS A DELEGATION

I request that you permit me to appear as a delegation for 5 minutes when convenient with you. My purpose is to inform you of one man's opinion about the mishandling of ambulance dispatch by the provincial Ministry of Health. Why? Because (a) I am 72 years old and I don't want to be at Ivor Wynne one Saturday afternoon and become suddenly ill and not have an ambulance in a few minutes to take me to hospital; and (b) I am fed up with the provincial government's bungling of health care.

Background

On Dec 15, 2000, I wrote to you expressing my opinion that any review of ambulance dispatch be taken out of the incompetent hands of the Ministry of Health and conducted by the affected local/regional governments.

Since then the Ministry has conducted its review and has only grudgingly released a report thereon which you well know from your inquiries and stories in the press.

I would be pleased to hear from you.

C. E. Babb

C. E. Babb 2248 Fairleigh Place, Burlington L7R 1G7
905 681-0242

SECTION 4

AFFECTS WARD 2

CITY OF HAMILTON

4.1

PLANNING AND DEVELOPMENT DEPARTMENT
Long Range Planning and Design Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Lee Ann Coveyduck General Manager
Date:	June 21, 2002	**Prepared by:**	Stephanie Barber (905) 643-1262 Ext. 204
File:	HP-2002-014		

SUBJECT: **Heritage Permit Application (2002-014) under Part V of the Ontario Heritage Act to Permit the Construction of a Rear Second Storey Addition to the Property at 271 MacNab Street South, City of Hamilton (PD02142) (Ward 2)**

RECOMMENDATION:

That Heritage Permit (HP-2002-014) be approved for the construction of a rear second storey addition in accordance with the drawings (attached as Appendix A to Report PD020142) accompanying the permit application.

LeeAnn Coveyduck

Lee Ann Coveyduck
General Manager
Planning and Development Department

EXECUTIVE SUMMARY:

The applicant proposes to construct a second storey addition to the rear of the subject property. The application satisfies the intent of the Durand-Markland Heritage Conservation District guidelines.

BACKGROUND:

271 MacNab Street South is located within the Durand-Markland Heritage Conservation District. The Durand-Markland Heritage Conservation District was designated in 1994 under Part V of the Ontario Heritage Act. 271 MacNab Street South is a corner property bounded to the south by Markland Street. The second storey rear addition will be visible from Markland Street however; the proposed design and materials will match those of the existing house. The Heritage Permit Review Subcommittee (HPRS) of LACAC has reviewed this application and has no objections to the proposed addition.

ANALYSIS OF ALTERNATIVES:

The applicant proposes to add a second storey on top of a converted attached garage. The addition features a sloping roof with a pitch matching that of the existing house. The existing deck located on top of the existing ground floor structure will extend over the façade of the garage structure to form a sheltered area. The wooden deck railing will be put back into place. Decorative brackets matching those on the existing house will be added to the eaves of the converted garage. The exterior will be finished with stucco to match that of the existing house.

LOCAL ARCHITECTURAL CONSERVATION ADVISORY COMMITTEE

Pursuant to subsection 33(4) of the Ontario Heritage Act Council is required to consult with LACAC respecting a heritage permit application. At its meeting of June 20, 2002 the City of Hamilton LACAC considered this application together with the staff report and endorsed the staff recommendation. LACAC therefore recommended to Council that Heritage Permit 2002-014 be approved.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial – Not applicable.

Staffing – Not applicable.

Legal – 271 MacNab Street South is located within the Durand-Markland Heritage Conservation District, designated under Part V of the Ontario Heritage Act.

POLICIES AFFECTING PROPOSAL:

The Durand-Markland Heritage Conservation District Plan contains guidelines for additions. The guidelines encourage additions that are contemporary in design, yet compatible with the existing structure in terms of size and scale. The guidelines also encourage additions to be located at the rear of structures. Official Plan policies of the former City of Hamilton support the conservation, protection and management of cultural heritage features. Approval of this heritage permit would not conflict with these policies and guidelines.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

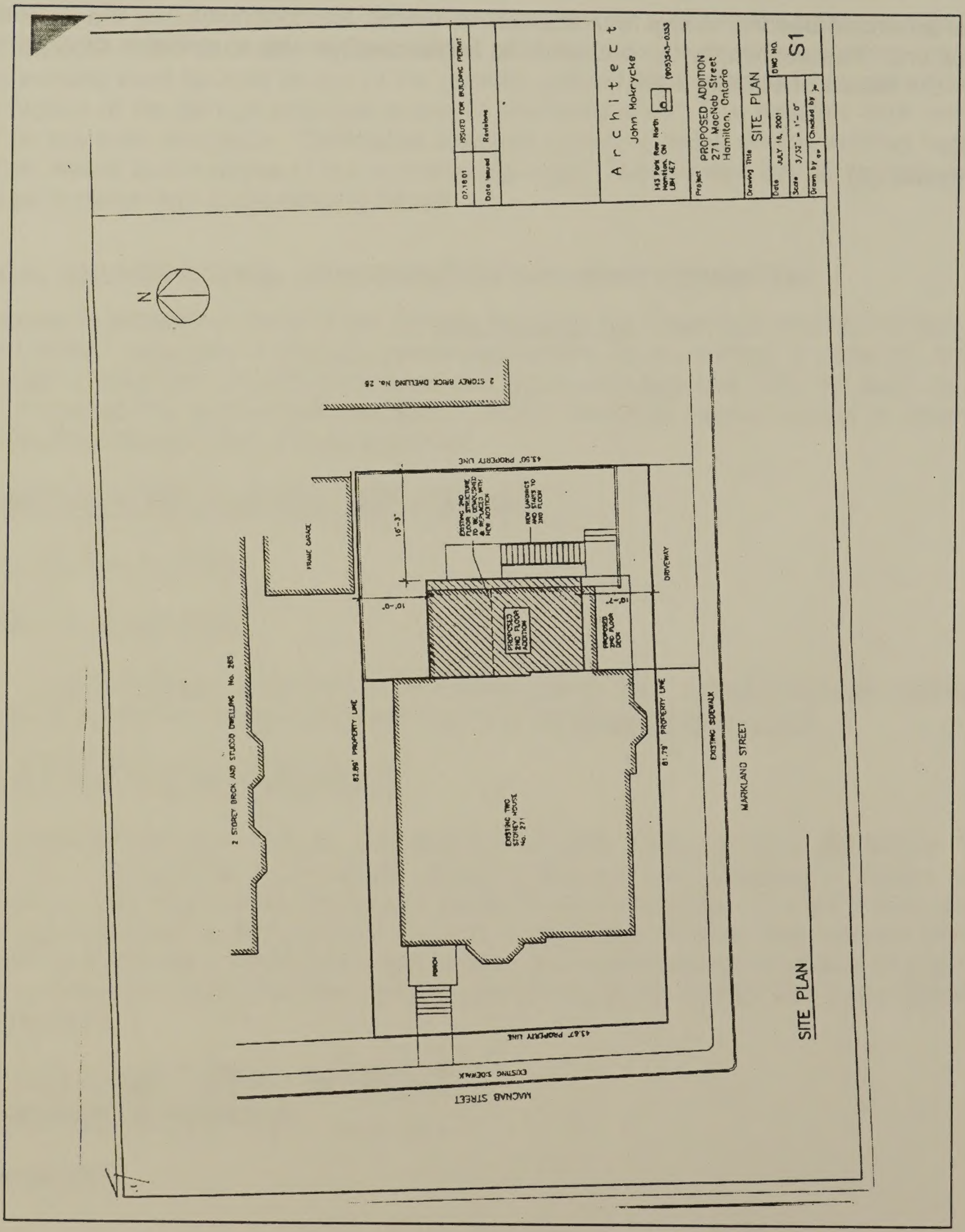
Not applicable.

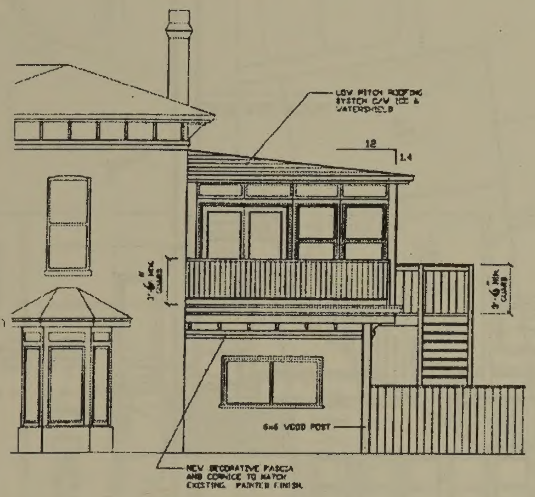
CITY STRATEGIC COMMITMENT:

The proposed second storey rear addition enhances the continued use of the existing structure. The application is considered to be compatible with sustainable development and the values of VISION 2020.

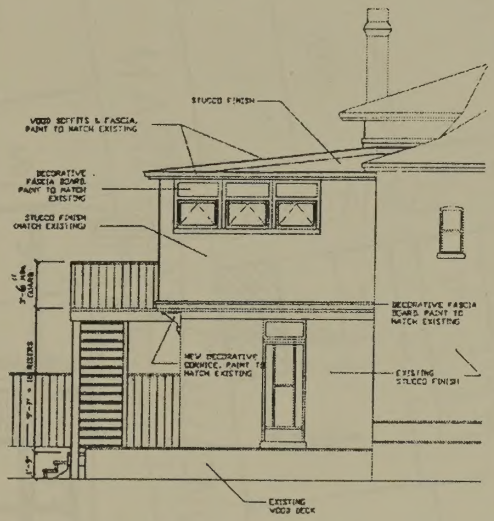
:SB
Attachs. (3)

Appendix A to Committee of the Whole
Report PD02142


07.18.01
ISSUED FOR BUILDING PERMIT
Date Issued
Revisions
A r c h i t e c t
John Mokrycke
143 Park Row North
Hamilton, ON
L8H 4E7
(905)545-0333
Project
PROPOSED ADDITION
271 MacNab Street
Hamilton, Ontario
Drawing Title
SITE PLAN
Date JULY 18, 2001
Scale 3/32" = 1'-0"
Drawn by
Checked by
DWG NO.
S1
N
2 STOREY BRICK DWELLING No. 25
43.50' PROPERTY LINE
16'-3"
EXISTING 2ND FLOOR STRUCTURE TO BE DEMOLISHED & REPLACED WITH NEW ADDITION
NEW LANDINGS AND STAIRS TO 2ND FLOOR
FRAME GARAGE
DRIVEWAY
10'-0"
10'-7"
PROPOSED 2ND FLOOR ADDITION
PROPOSED 2ND FLOOR DECK
2 STOREY BRICK AND STUCCO DWELLING No. 265
82.86' PROPERTY LINE
81.79' PROPERTY LINE
EXISTING SIDEWALK
MARKLAND STREET
EXISTING TWO STOREY HOUSE No. 271
PORCH
43.67 PROPERTY LINE
EXISTING SIDEWALK
MACNAB STREET
SITE PLAN


LOW PITCH ROOFING SYSTEM C/W ICE & WATERSHIELD
12
1.4
3'-6" MIN. GUARD
3'-6" MIN. GUARD
6x6 WOOD POST
NEW DECORATIVE FASCIA AND CORNICE TO MATCH EXISTING. PAINTED FINISH.

SOUTH ELEVATION


STUCCO FINISH
WOOD SOFFITS & FASCIA, PAINT TO MATCH EXISTING
DECORATIVE FASCIA BOARD, PAINT TO MATCH EXISTING
STUCCO FINISH (MATCH EXISTING)
3'-6" MIN. GUARD
9'-7" = 18 RISERS
1'-9"
DECORATIVE FASCIA BOARD, PAINT TO MATCH EXISTING
NEW DECORATIVE CORNICE, PAINT TO MATCH EXISTING
EXISTING STUCCO FINISH
EXISTING WOOD DECK

NORTH ELEVATION

This drawing must not be scaled.

The General contractor shall check and verify all dimensions and levels in the field and shall report any discrepancies and deviations to the Architect prior to proceeding with the work.

Written approval is required for all variations, modifications and substitutions.

All work is to be in conformance with the Ontario Building Code, and all other applicable codes and standards.

Omissions from the drawings do not relieve the responsible trades from performing all work as required to the appropriate standards and ensuring that the work satisfies the Design intent and requirements of the authorities having jurisdiction.

All drawings, sketches and written materials shall remain the property of the consultant, and shall not be copied or transferred without written authorization.

07.12.01	ISSUED FOR BUILDING PERMIT
Date Issued	Revisions

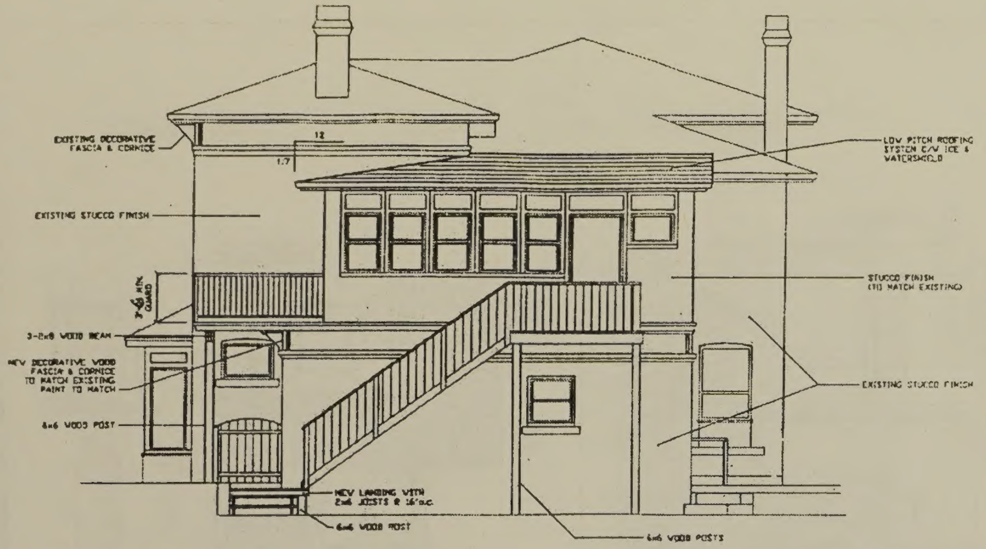
A r c h i t e c t
John Mokrycke

143 Park Row North
Hamilton, ON
L8H 4C7
(905)545-0333

Project
PROPOSED ADDITION
271 MacNab Street
Hamilton, Ontario

Drawing Title
ELEVATIONS

Date JULY 12, 2001		DWG NO.
Scale 3/16" = 1' - 0"		A3
Drawn by ow	Checked by jm	


EXISTING DECORATIVE FASCIA & CORNICE
12
1.7
EXISTING STUCCO FINISH
3'-6" MIN. GUARD
3-2x8 WOOD BEAM
NEW DECORATIVE WOOD FASCIA & CORNICE TO MATCH EXISTING PAINT TO MATCH
6x6 WOOD POST
NEW LANDING WITH 2x6 JOISTS @ 16"o.c.
6x6 WOOD POST
6x6 WOOD POSTS
LOW PITCH ROOFING SYSTEM C/W ICE & WATERSHIELD
STUCCO FINISH (TO MATCH EXISTING)
EXISTING STUCCO FINISH

EAST ELEVATION

This drawing must not be scaled.

The General contractor shall check and verify all dimensions and levels in the field and shall report any discrepancies and deviations to the Architect prior to proceeding with the work!

Written approval is required for all variations, modifications and substitutions.

All work is to be in conformance with the Ontario Building Code, and all other applicable codes and standards.

Omissions from the drawings do not relieve the responsible trades from performing all work as required to the appropriate standards and ensuring that the work satisfies the Design Intent and requirements of the authorities having jurisdiction.

All drawings, sketches and written materials shall remain the property of the Consultant, and shall not be copied or transferred without written authorization.

07.12.01	Issued for Building Permit
Date Issued	Revisions

Architect
John Kokrycke

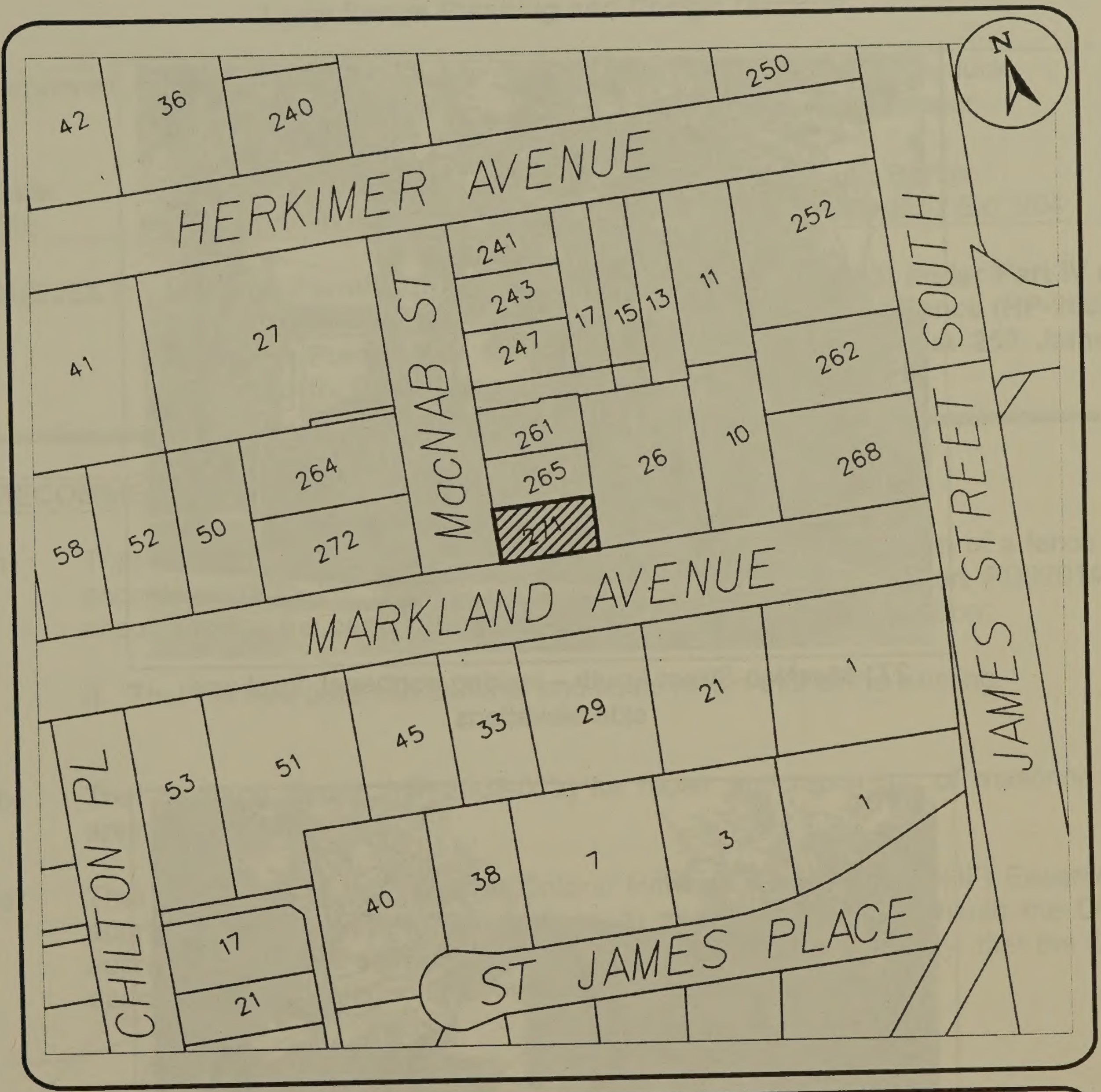
143 Park Row North
Hamilton, ON
L8H 4E7
(905)543-0353

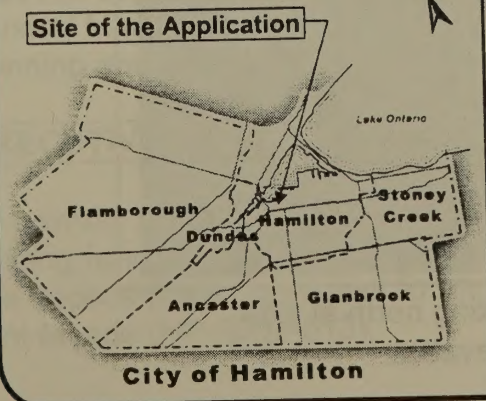
Project
PROPOSED ADDITION
271 MacNab Street
Hamilton, Ontario

Drawing Title
EAST ELEVATION

Date JULY 12, 2001
Scale 3/16" = 1' - 0"
Drawn by aw
Checked by jm
DWG NO. A4

Appendix B to Committee of the Whole
Report PD02142


HERKIMER AVENUE
MARKLAND AVENUE
MacNAB ST
JAMES STREET SOUTH
CHILTON PL
ST JAMES PLACE
N
42
36
240
250
252
241
243
247
17
15
13
11
41
27
262
261
265
271
26
10
268
264
272
58
52
50
1
21
29
33
45
51
53
1
3
7
38
40
17
21


N
Site of the Application
Lake Ontario
Flamborough
Dundas
Hamilton
Stoney Creek
Ancaster
Glanbrook
City of Hamilton

CITY OF HAMILTON
PLANNING AND DEVELOPMENT DEPARTMENT

Location Map

▨ **Subject Property**
271 MacNab Street South
(former Hamilton)

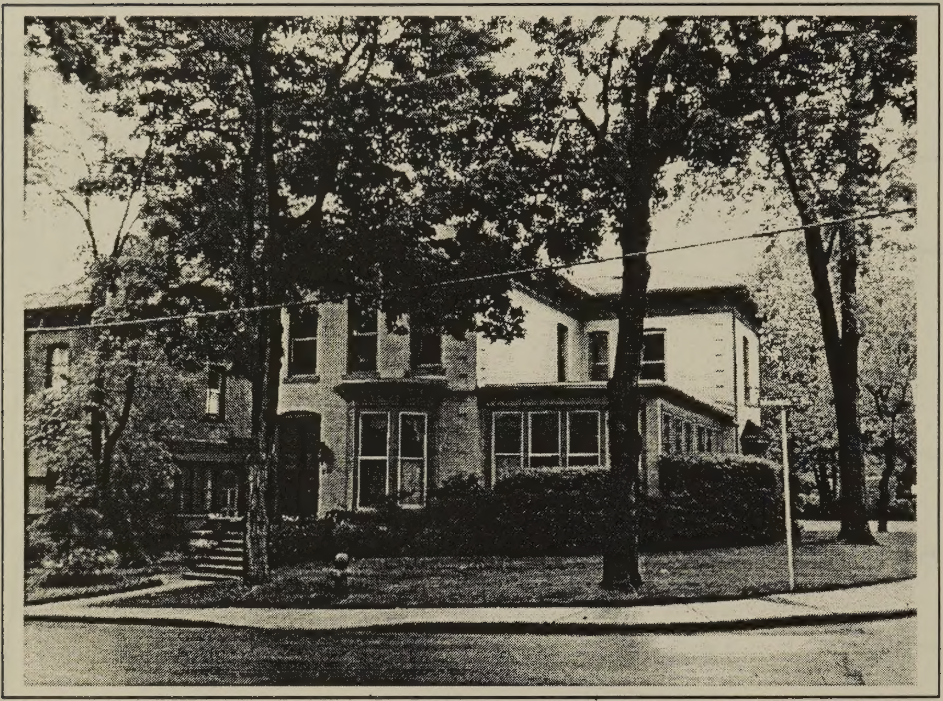
Filename/number
271 MacNab St S

Date
June 5, 2002

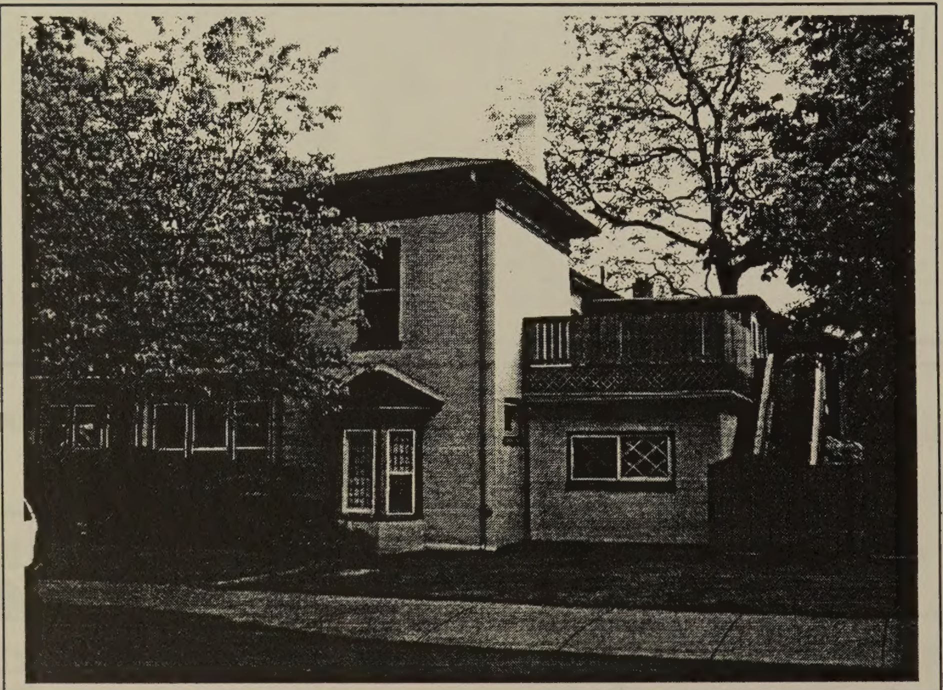
Technician:
LM

Map Not to Scale

Appendix "A"



271 MacNab Street South – looking northeast, front and side elevations



271 MacNab Street South – looking north at side (Markland Avenue) elevation

AFFECTS
WARD 2

CITY OF HAMILTON

4.2

PLANNING AND DEVELOPMENT DEPARTMENT
Long Range Planning and Design Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Lee Ann Coveyduck General Manager
Date: **File:**	June 21, 2002 HP-2002-012/013	**Prepared by:**	Stephanie Barber (905) 643-1262 Ext. 204

SUBJECT: Heritage Permit Application (2002-012 and 2002-013) under Part IV of the Ontario Heritage Act to Permit the Alteration of a Fence (HP-2002-012) and Pointing of Masonry Repair (HP-2002-013) at 252 James Street North, City of Hamilton (PD02141) (Ward 2)

RECOMMENDATION:

(a) That Heritage Permit (HP-2002-012) be approved for the alteration of a fence in accordance with the drawing (attached as Appendix A to Report PD020141) accompanying the permit application subject to the following condition:

i) That the new gate and terminal end posts match that of the existing.

(b) That Heritage Permit (HP-2002-013) for repair and repointing of masonry be approved as submitted.

(c) That in respect of the required Ontario Heritage Foundation (OHF) Easement approvals for the work in sub-sections a) and b) above, that should the OHF approvals require a stringent and/or higher standard than the City, that the City approvals be superseded in favour of the OHF.

Lee Ann Coveyduck

Lee Ann Coveyduck
General Manager
Planning and Development Department

EXECUTIVE SUMMARY:

To provide additional access, the applicant proposes to make one new opening in the existing fence and add new posts and gates that will match the existing (HP-2002-012). The applicant also proposes to undertake masonry repairs, including repointing, on the front façade (HP-2002-013).

BACKGROUND:

The present Christ's Church Cathedral was constructed in the Gothic style in 1871 and has a rough cut stone exterior. The existing fence was put into place in 1960 as part of an extensive landscaping project. The City of Hamilton designated the Church (including the fence and stone exterior) in 1986 (By-law 86-177). A Heritage Conservation Easement was negotiated and registered on title by the Ontario Heritage Foundation in 1990. The Heritage Permit Review Sub-Committee (HPRS) of LACAC has reviewed the applications and recommended approval.

ANALYSIS OF ALTERNATIVES:

The applicant proposes to insert a new access point in the existing fence and to have new posts and gates fabricated to match the existing design using the 1960 specifications where appropriate. The HPRS of LACAC has reviewed the application for alterations to the fence and have recommended approval. The exterior stone repairs including repointing will be carried out as per the specifications provided by Summit Restoration. The proposed scope of work includes:

- Repointing of mortar joints;
- Spot repair of stone masonry where scaling and eroded;
- Preventive maintenance measures including joint capping, and,
- Micro-abrasive cleaning of masonry and decorative elements.

The proposed installation of a new gate into the existing fence would adversely affect a feature described in the Reasons for Designation. The design of the new gate, however, is proposed to match the existing gates in design and materials. The permit application is considered to be acceptable and is recommended for approval.

The specifications for masonry repair and repointing include the use of lime mortar and white Portland Cement to ensure a match with the existing historical mortar mix. These specifications are considered to be acceptable and are recommended for approval. The specifications for masonry repair and the proposed alteration of the fence are subject to OHF approval.

LOCAL ARCHITECTURAL CONSERVATION ADVISORY COMMITTEE

Pursuant to subsection 33(4) of the Ontario Heritage Act Council is required to consult with LACAC respecting a heritage permit application. At its meeting of June 20, 2002 the City of Hamilton LACAC considered this application together with the staff report and endorsed the staff recommendation. LACAC therefore recommended to Council that Heritage Permit 2002-012 and Heritage Permit 2002-013 be approved.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial – Not applicable.

Staffing – Not applicable.

Legal – 252 James Street North is designated under Part IV of the Ontario Heritage Act and is protected by a Heritage Conservation Easement Agreement held by the Ontario Heritage Foundation.

POLICIES AFFECTING PROPOSAL:

Official Plan policies of the former City of Hamilton support the conservation, protection and management of cultural heritage features. Approval of this heritage permit would not conflict with these policies.

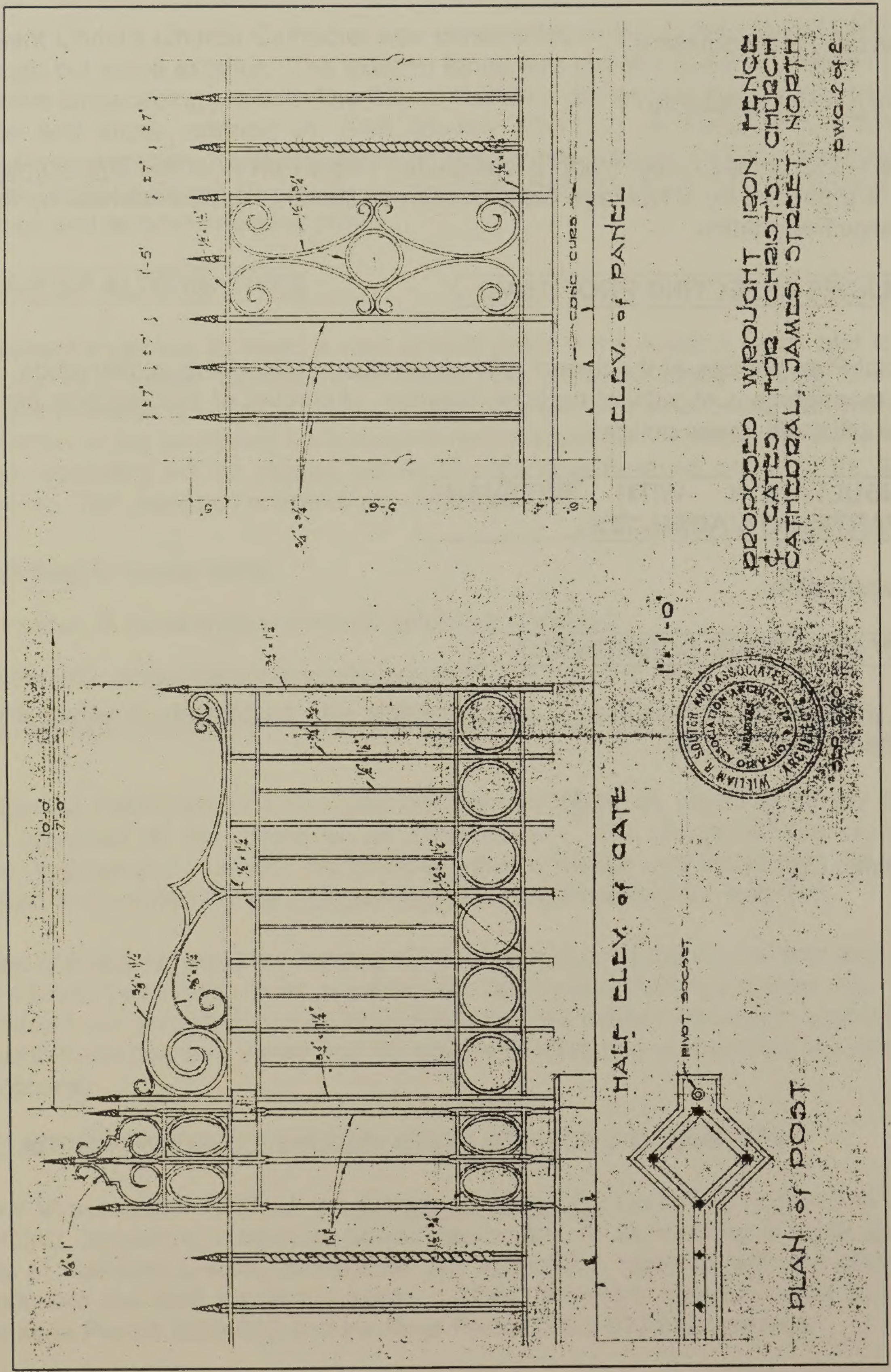
CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

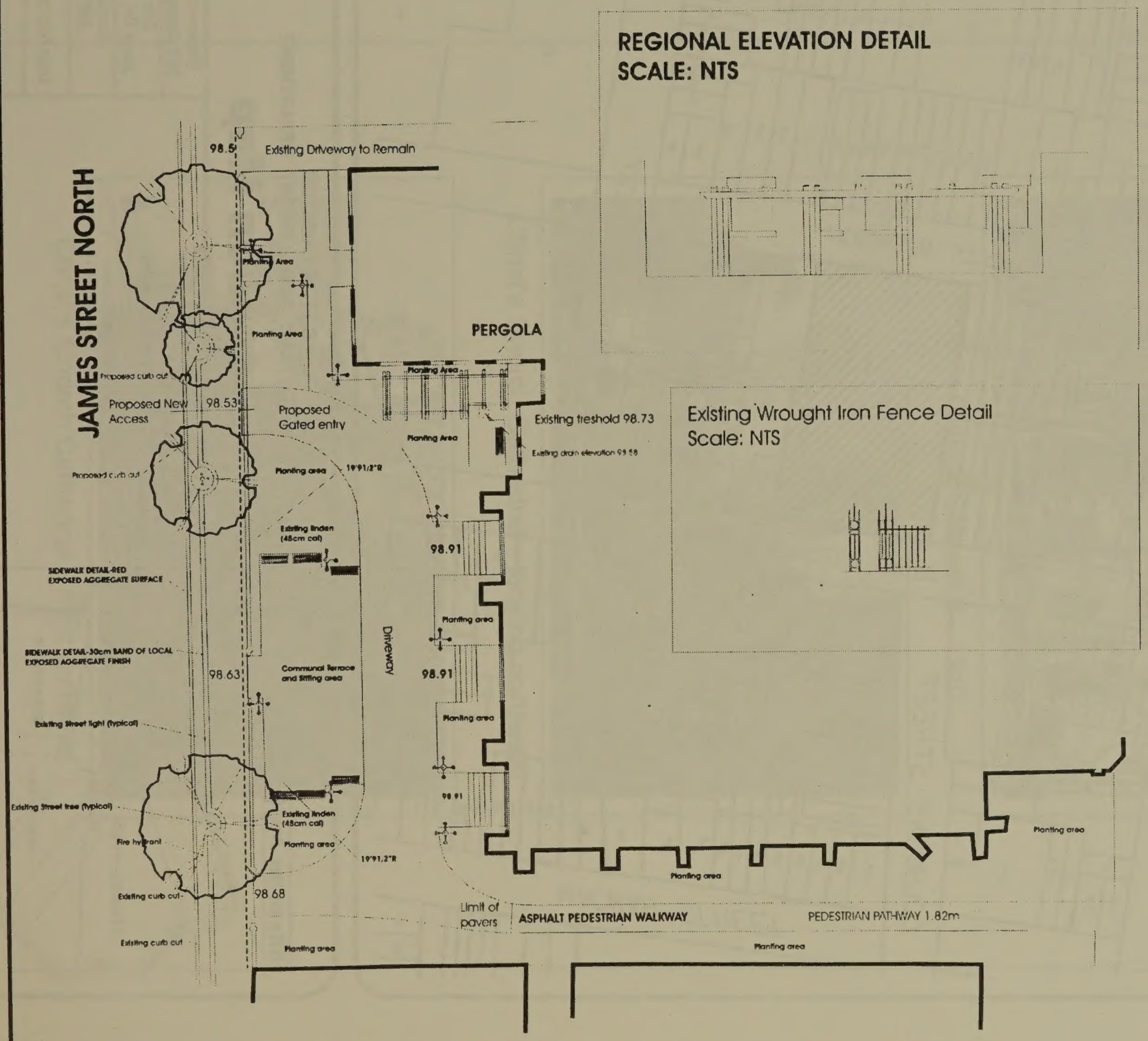
Not applicable.

CITY STRATEGIC COMMITMENT:

The application is considered to be compatible with sustainable development and the values of VISION 2020.

:SB
Attachs. (3)


PROPOSED WROUGHT IRON FENCE
& GATES FOR CHRIST'S CHURCH
CATHEDRAL, JAMES STREET NORTH
DWG. 2 of 2
ELEV. of PANEL
CONC. CURB
HALF ELEV. of GATE
1" = 1'-0"
PLAN of POST
PIVOT SOCKET
10'-0"
7'-0"
3'-6"
1'-5"


REGIONAL ELEVATION DETAIL
SCALE: NTS
Existing Wrought Iron Fence Detail
Scale: NTS
JAMES STREET NORTH
98.5
Existing Driveway to Remain
Planting Area
Planting Area
PERGOLA
Planting Area
Proposed curb cut
Proposed New Access
98.53
Proposed Gated entry
Planting Area
Existing treshold 98.73
Existing drain elevation 98.58
Proposed curb cut
Planting area
19'91/2"R
Existing linden (48cm cal)
98.91
SIDEWALK DETAIL-RED EXPOSED AGGREGATE SURFACE
Planting area
Driveway
SIDEWALK DETAIL-30cm BAND OF LOCAL EXPOSED AGGREGATE FINISH
98.63
Communal Terrace and Sitting area
98.91
Planting area
Existing Street light (typical)
98.91
Existing Street tree (typical)
Existing linden (48cm cal)
Fire hydrant
Planting area
19'91,2"R
Planting area
Existing curb cut
98 68
Planting area
Limit of pavers
ASPHALT PEDESTRIAN WALKWAY
PEDESTRIAN PATHWAY 1.82m
Existing curb cut
Planting area
Planting area

NO.	DATE	DESCRIPTION

REVISIONS

Environmental design
LANDSCAPE CONTRACTORS LTD

CLIENT

CHRIST"S CHURCH CATHEDRAL

PROJECT TITLE

CATHEDRAL SQUARE BEAUTIFICATION PROJECT
HARD LANDSCAPE PLAN

SHEET TITLE

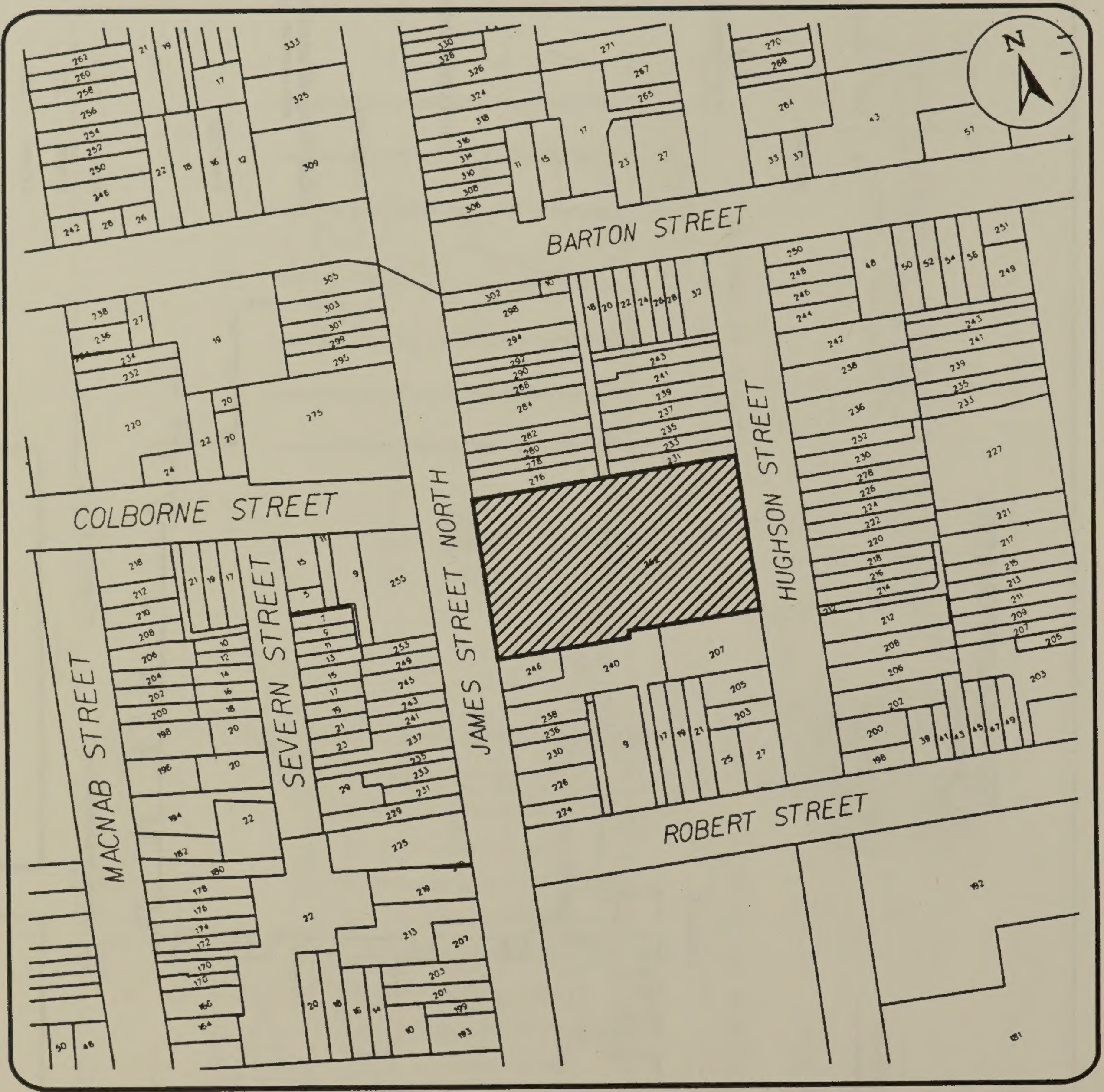
HL 1

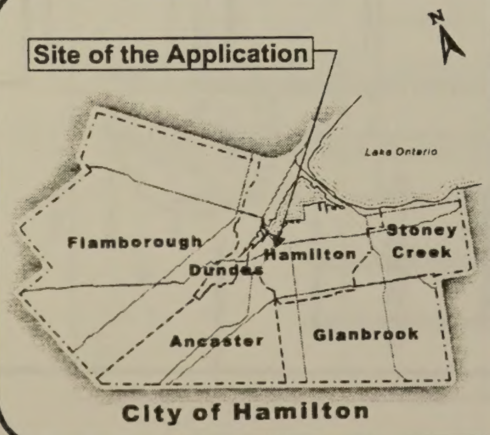
SCALE	1:200
DRAWN	JCT
DESIGN	JCT
CHECKED	NT
DATE	JAN/2
DATE OF PRINT	

DRAWN FILE

DRAWN NO.
L-1

Appendix B to Committee of the Whole
Report PD02141


N
BARTON STREET
COLBORNE STREET
JAMES STREET NORTH
HUGHSON STREET
MACNAB STREET
SEVERN STREET
ROBERT STREET
252


N
Site of the Application
Lake Ontario
Flamborough
Dundas
Hamilton
Stoney Creek
Ancaster
Glanbrook
City of Hamilton

CITY OF HAMILTON
PLANNING AND DEVELOPMENT DEPARTMENT

Location Map

▨ **Subject Property**
252 James Street north

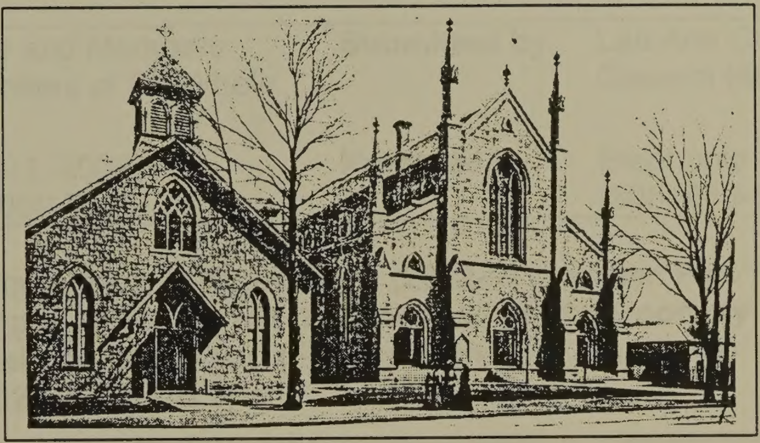
Filename/number
252 James S N

Date
June 04, 2002

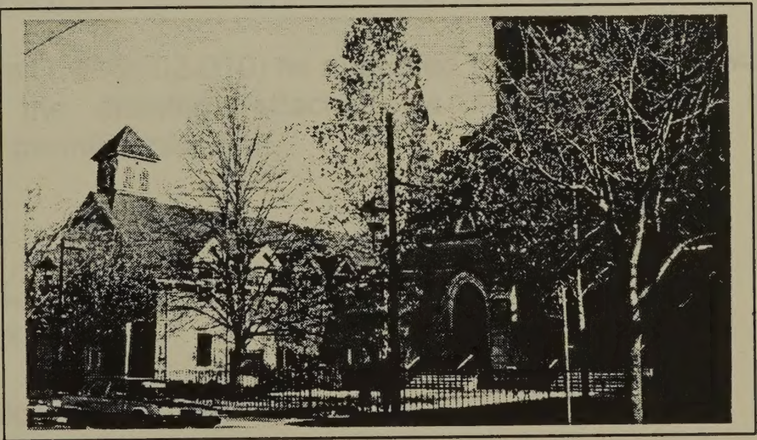
Technician:
NM

Map Not to Scale

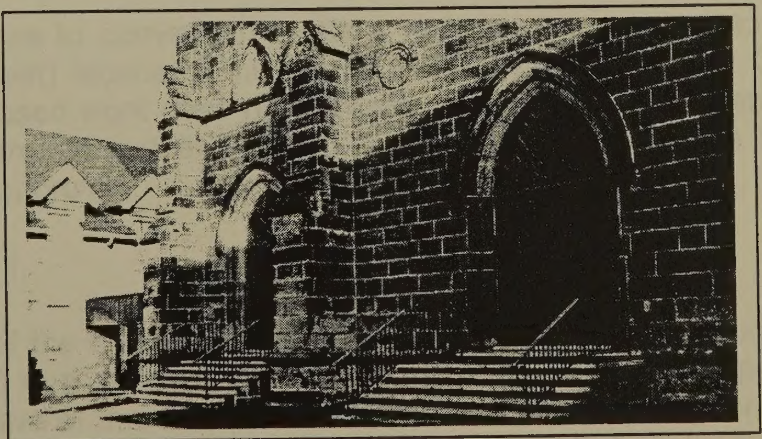
Appendix "A"



Christ's Church Cathedral - 1910



Christ's Church Cathedral – looking northeast



Christ's Church Cathedral – front entrance

AFFECTS
WARD 2

CITY OF HAMILTON

4.3

PLANNING AND DEVELOPMENT DEPARTMENT
Long Range Planning and Design Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Lee Ann Coveyduck General Manager
Date: **File:**	June 21, 2002 HP-2002-011	**Prepared by:**	Stephanie Barber (905) 643-1262 Ext. 204

SUBJECT: **Heritage Permit Application (2002-011) under Part IV of the Ontario Heritage Act to Permit the Conversion of a Doorway into a Window at 1 Main Street West (Former Sun Life Building), City of Hamilton (PD02140) (Ward 2)**

RECOMMENDATION:

That Heritage Permit (HP-2002-010) be approved to convert a doorway into a window in accordance with the drawing (attached as Appendix A to Report PD02140) accompanying the permit application.

Lee Ann Coveyduck

Lee Ann Coveyduck
General Manager
Planning and Development Department

EXECUTIVE SUMMARY:

The applicant wishes to convert an existing, redundant doorway into a window on the south (or Main Street) façade of the former Federal Life Assurance Company/Sun Life building. The proposed work does not damage original building material and retains the Art Deco door surround installed during the 1920s to 1940s. The heritage permit is recommended for approval.

BACKGROUND:

The construction of the former Federal Life Assurance Company/Sun Life building was completed in 1906 to a design by Montreal architects Finley and Spence. The building marked the first wave of "modern" office blocks into the downtown core. The Former City of Hamilton designated the property under Part IV of the Ontario Heritage Act in 1984 by By-law 84-67. The existing entranceway, the subject of this heritage permit application, was likely put into place during the period from 1920 to 1940 as part of a larger building remodelling at the ground and first floors. Improvements included refinishing the entire lower façade with new stonework and employing a variety of Art Deco decorative motifs. As part of these improvements two new entranceways were installed: one on the south façade and one on the east. Together they likely formed part of a corner foyer space. Both entrances were enhanced with modest Art Deco decoration including carved door jambs with moulding above. The existing doors within the entranceways appear to be of more contemporary construction and comprise plate glass. A small transom window above the door moulding was installed as part of the 1980s rehabilitation work.

The applicant proposes to remove the doors located in south entrance and install a sealed thermopane window unit that would be recessed from the façade of the building by approximately 16 to 18 inches. New limestone sills or banding and granite panels will be installed below the new window. This will continue and carry through the materials and motifs currently found on either side of the doorway. The works are required as part of improvements sought by the new tenants of the ground floor.

The Heritage Permit Review Subcommittee (HPRS) of LACAC has reviewed this application. The HPRS is of the opinion that the entire entranceway should be converted to a window replicating the design of those contained in the three bays to the west. These window units date from the mid-1980s when both the Sun Life and Pigott buildings were rehabilitated. This suggestion would entail removal of the entire stone door surround and loss of the Art Deco elements. This proposal was communicated to the applicant who was not in agreement with this suggestion.

ANALYSIS OF ALTERNATIVES:

Staff has reviewed the two alternatives: one proposed by the applicant and the other advocated by the HPRS. Key factors in the evaluation of any change affecting a heritage building or its setting are consideration of "displacement effects" (those adverse actions that result in the damage, loss or removal of heritage features and building fabric) and "disruption effects" (those actions that result in detrimental changes to the setting or character of a heritage feature).

With respect to building fabric of this designated property the applicant's proposed alterations change the appearance of the facade but do not result in the loss or removal of any heritage fabric. The proposed changes are considered to be a minor disruptive effect. Anticipated changes are also considered to be reversible and at some later date the former entranceway could be restored if required.

The HPRS's proposal is for the entire entranceway, including the doorway and small transom window above, to be converted to a larger window unit that would replicate the design of those contained in the three bays to the west. This alternative would result in the loss of heritage fabric, specifically the removal of the decorative Art Deco door surround. Such loss would be permanent and irreversible. This proposal is contrary to accepted heritage conservation principles and practice. The applicant has also declined to consider implementing this concept on the basis of cost.

Accordingly, staff is of the opinion that the applicant's proposal as submitted is acceptable and entails relatively minor disruption to the façade.

LOCAL ARCHITECTURAL CONSERVATION ADVISORY COMMITTEE

Pursuant to subsection 33(4) of the Ontario Heritage Act Council is required to consult with LACAC respecting a heritage permit application. At its meeting of June 20, 2002 the City of Hamilton LACAC considered this application together with the staff report and endorsed the staff recommendation. LACAC therefore recommended to Council that Heritage Permit 2002-011 be approved.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial – Not applicable.

Staffing – Not applicable.

Legal – 1 Main Street West (described in the designating by-law as 42 James Street South, the former Sun Life Building) is designated under Part IV of the Ontario Heritage Act.

POLICIES AFFECTING PROPOSAL:

Official Plan policies of the former City of Hamilton support the conservation, protection and management of cultural heritage features. Approval of this heritage permit would not conflict with these policies.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

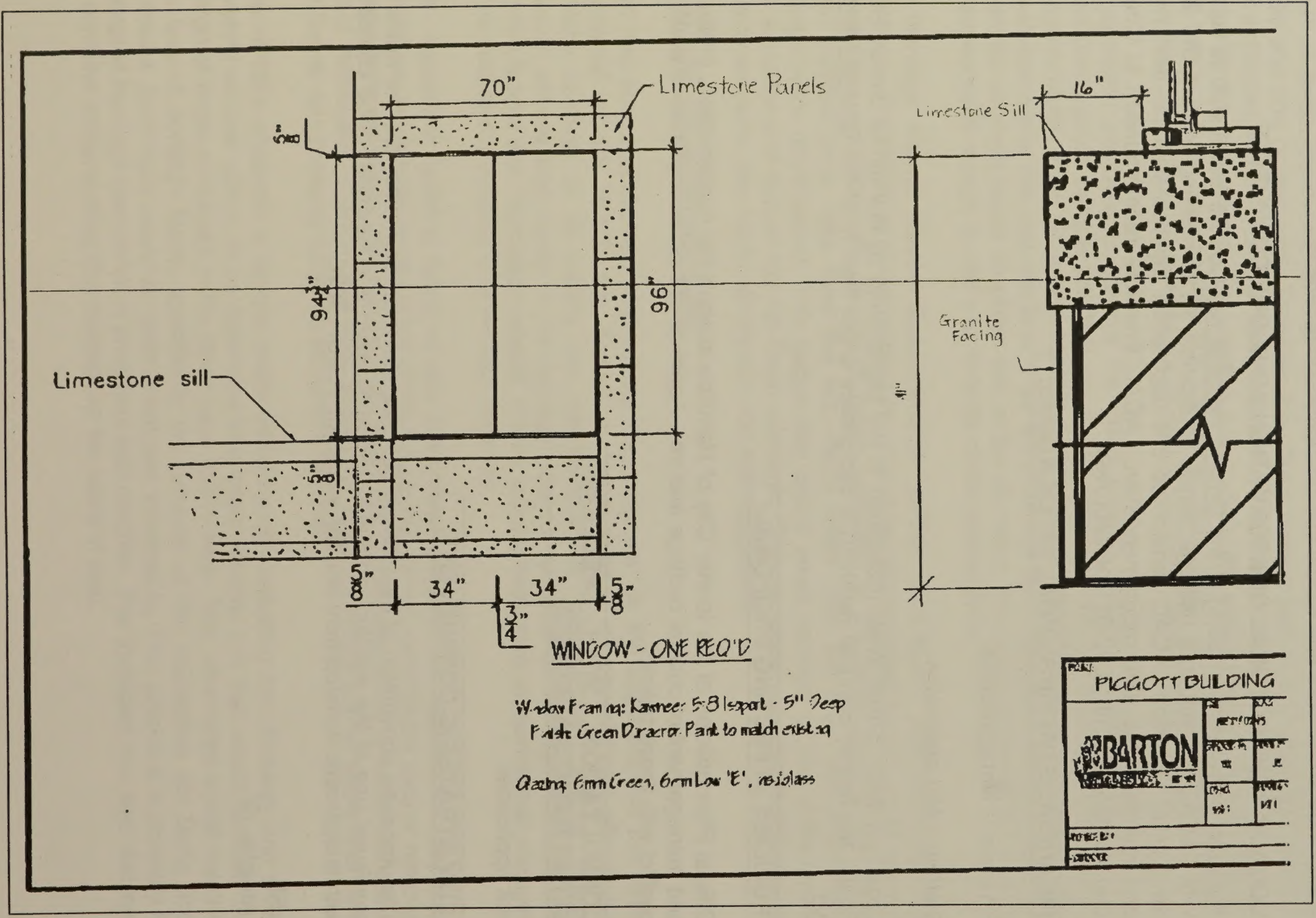
Not applicable.

CITY STRATEGIC COMMITMENT:

The proposed conversion of the existing entrance into a window enhances the viable and continued use of the existing structure. The application is considered to be compatible with sustainable development and the values of VISION 2020.

:SB
Attachs. (3)

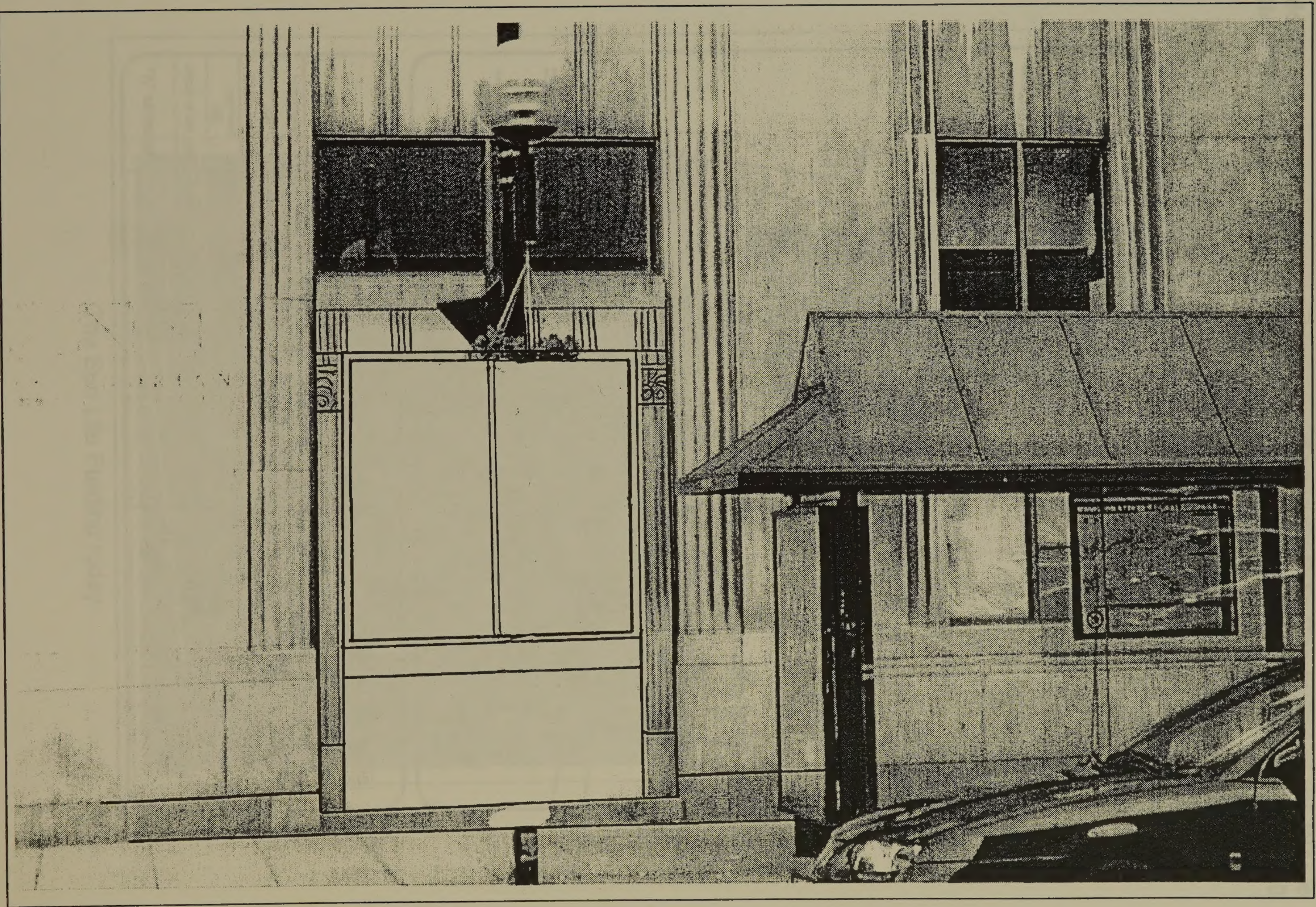
Appendix A to Committee of the Whole
Report PD02140


70"
Limestone Panels
96"
94½"
5/8"
Limestone sill
5/8"
34"
34"
5/8"
3/4"
16"
Limestone Sill
Granite Facing
41"
PIGGOTT BUILDING
BARTON

WINDOW - ONE REQ'D

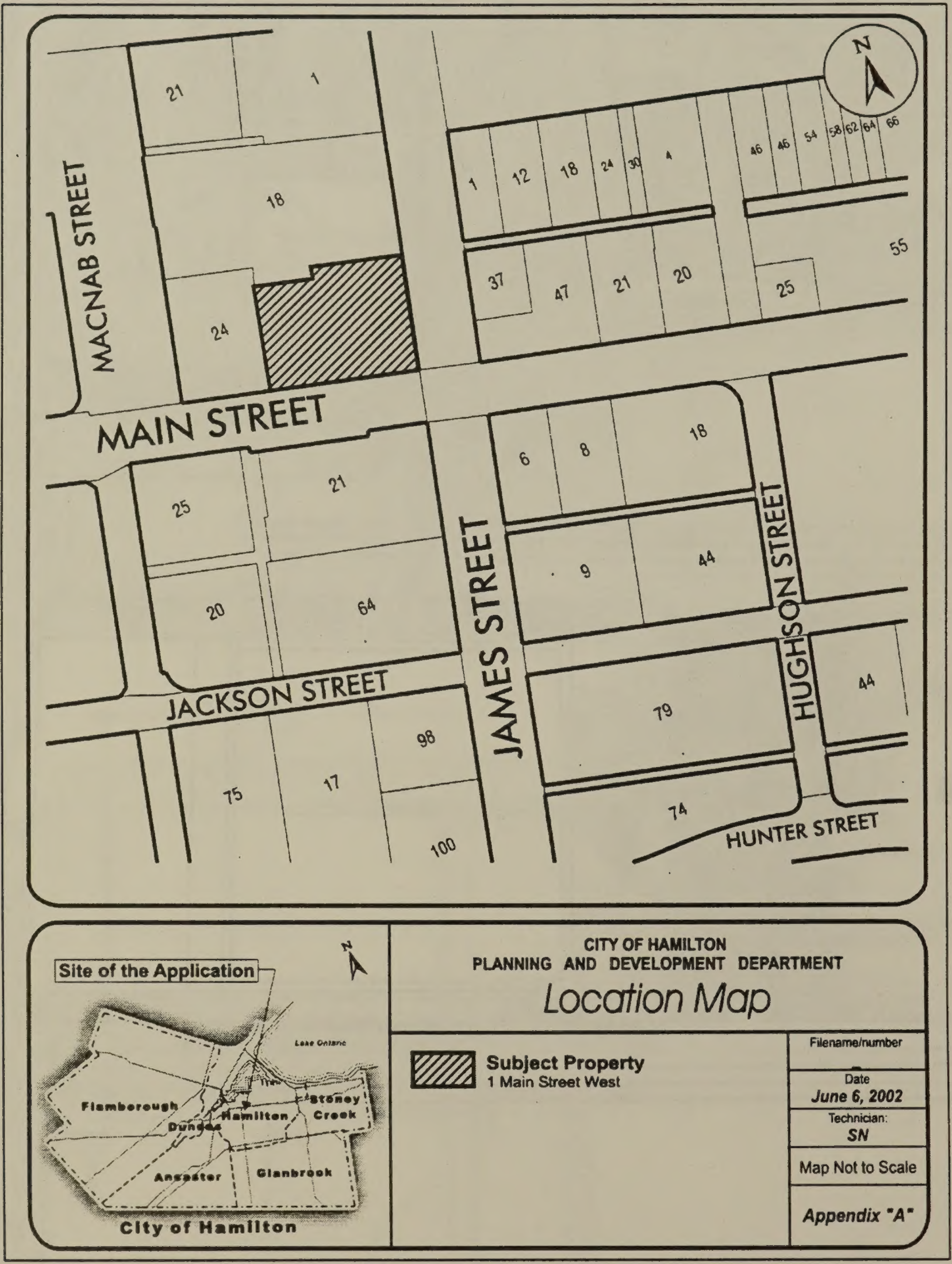
Window Framing: Kawneer 5-8 Isoport - 5" Deep
Finish: Green Duranar Paint to match existing

Glazing: 6mm Green, 6mm Low 'E', visiglass



Proposed Work

Appendix B to Committee of the Whole
Report PD02140


MACNAB STREET
MAIN STREET
JAMES STREET
JACKSON STREET
HUGHSON STREET
HUNTER STREET
N
21
1
18
24
12
30
4
46
54
58
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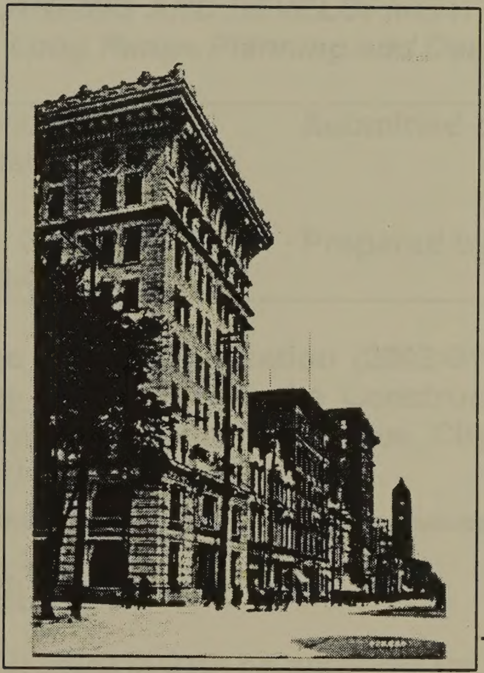
25
6
8
9
44
64
79
98
75
17
100
74
Site of the Application
Lake Ontario
Flamborough
Hamilton
Stoney Creek
Dundas
Ancaster
Glanbrook
City of Hamilton

CITY OF HAMILTON
PLANNING AND DEVELOPMENT DEPARTMENT
Location Map

▨ **Subject Property**
1 Main Street West

Filename/number	
Date	*June 6, 2002*
Technician:	*SN*
Map Not to Scale	
Appendix "A"	

Appendix C To Committee of the Whole
Report PD02140



The Sun Life Building c. 1910

The Sun Life Building today

AFFECTS WARD 2

CITY OF HAMILTON

4.4

PLANNING AND DEVELOPMENT DEPARTMENT
Long Range Planning and Design Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Lee Ann Coveyduck General Manager
Date: **File:**	June 21, 2002 HP-2002-010	**Prepared by:**	Stephanie Barber (905) 643-1262 Ext. 204

SUBJECT: **Heritage Permit Application (2002-010) under Part V of the Ontario Heritage Act to Permit the Construction of a Period Fence on the Property at 193 Delaware Avenue, City of Hamilton (PD02139) (Ward 2)**

RECOMMENDATION:

That Heritage Permit (HP-2002-010) be approved for the construction of a period fence in accordance with the drawing (attached as Appendix A to Report PD02139) accompanying the permit application subject to the following conditions:

i) That the material for the fence posts (brick and/or stone) match as closely as possible to those used in the house;

ii) That the choice of materials for the fence posts be confirmed in writing to Staff prior to construction; and,

iii) That the fence be completed by the end of the 2005 construction season.

LeeAnn Coveyduck

Lee Ann Coveyduck
General Manager
Planning and Development Department

EXECUTIVE SUMMARY:

The owner wishes to construct a period fence along the street-facing sides of this corner property. The owner proposes to use brick and/or stone masonry with limestone coping for the posts and decorative black iron for the fencing.

BACKGROUND:

193 Delaware Avenue is a corner lot located within the St. Clair Heritage Conservation District. For the purposes of security and privacy, as well as property enhancement, the owner wishes to construct a period fence around the street-facing property lines. The fence is proposed to resemble a late 19th/early 20th century iron fence with masonry posts. The Heritage Permit Review Subcommittee (HPRS) of LACAC has reviewed this application and has no objections to the proposed new fence.

ANALYSIS OF ALTERNATIVES:

The owner proposed three (3) alternative materials for the fence posts; stone, brick, or a combination of brick and stone. Each alternative included limestone coping to match the lintels of the house. The HPRS of LACAC agreed to approve all three alternatives and to let the owner decide which he would use, provided that his choice of materials are confirmed in writing to Staff prior to construction. Two (2) alternative designs for the fencing were presented and both owner and the HPRS of LACAC agreed to one design.

LOCAL ARCHITECTURAL CONSERVATION ADVISORY COMMITTEE

Pursuant to subsection 33(4) of the Ontario Heritage Act Council is required to consult with LACAC respecting a heritage permit application. At its meeting of June 20, 2002 the City of Hamilton LACAC considered this application together with the staff report and endorsed the staff recommendation. LACAC therefore recommended to Council that Heritage Permit 2002-010 be approved.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial – Not applicable.

Staffing – Not applicable.

Legal – 193 Delaware Avenue is located within the St. Clair Boulevard Heritage Conservation District, designated under Part V of the Ontario Heritage Act.

POLICIES AFFECTING PROPOSAL:

The St. Clair Heritage Conservation District Plan contains guidelines for use of authentic materials such as brick, stone and wood to reflect the texture of the area. The owner proposes to use reclaimed brick and/or stone where possible. Official Plan policies of the former City of Hamilton support the conservation, protection and management of cultural heritage features. Approval of this heritage permit would not conflict with these policies and guidelines.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

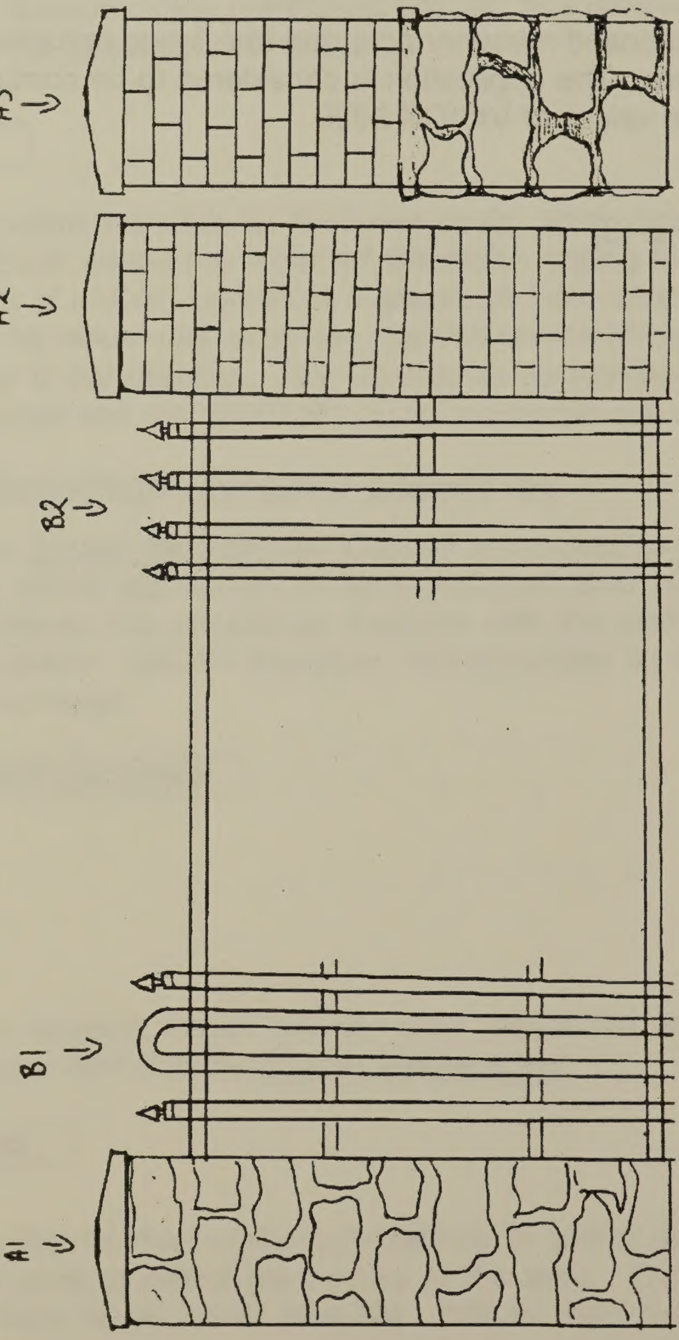
Not applicable.

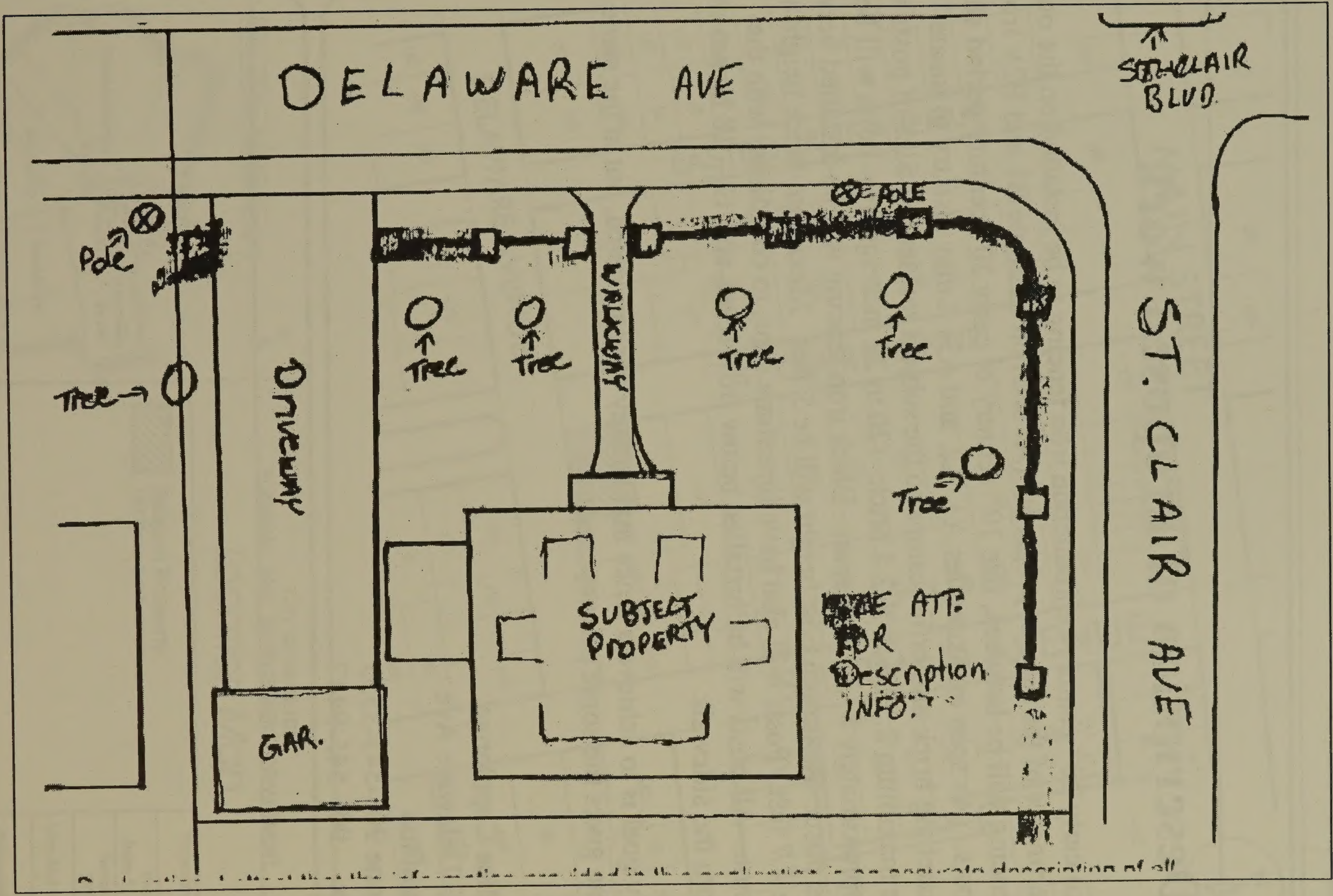
CITY STRATEGIC COMMITMENT:

The proposed masonry post and iron fence enhances the continued use of the existing structure. The application is considered to be compatible with sustainable development and the values of VISION 2020.

:SB
Attachs. (3)

proposed Description of Materials


A1
B1
B2
A2
A3


DELAWARE AVE
ST. CLAIR BLVD
ST. CLAIR AVE
POLE
Pole
Tree
Driveway
WALKWAY
SUBJECT PROPERTY
GAR.
ATT: FOR Description INFO.

Applicant's Site Plan

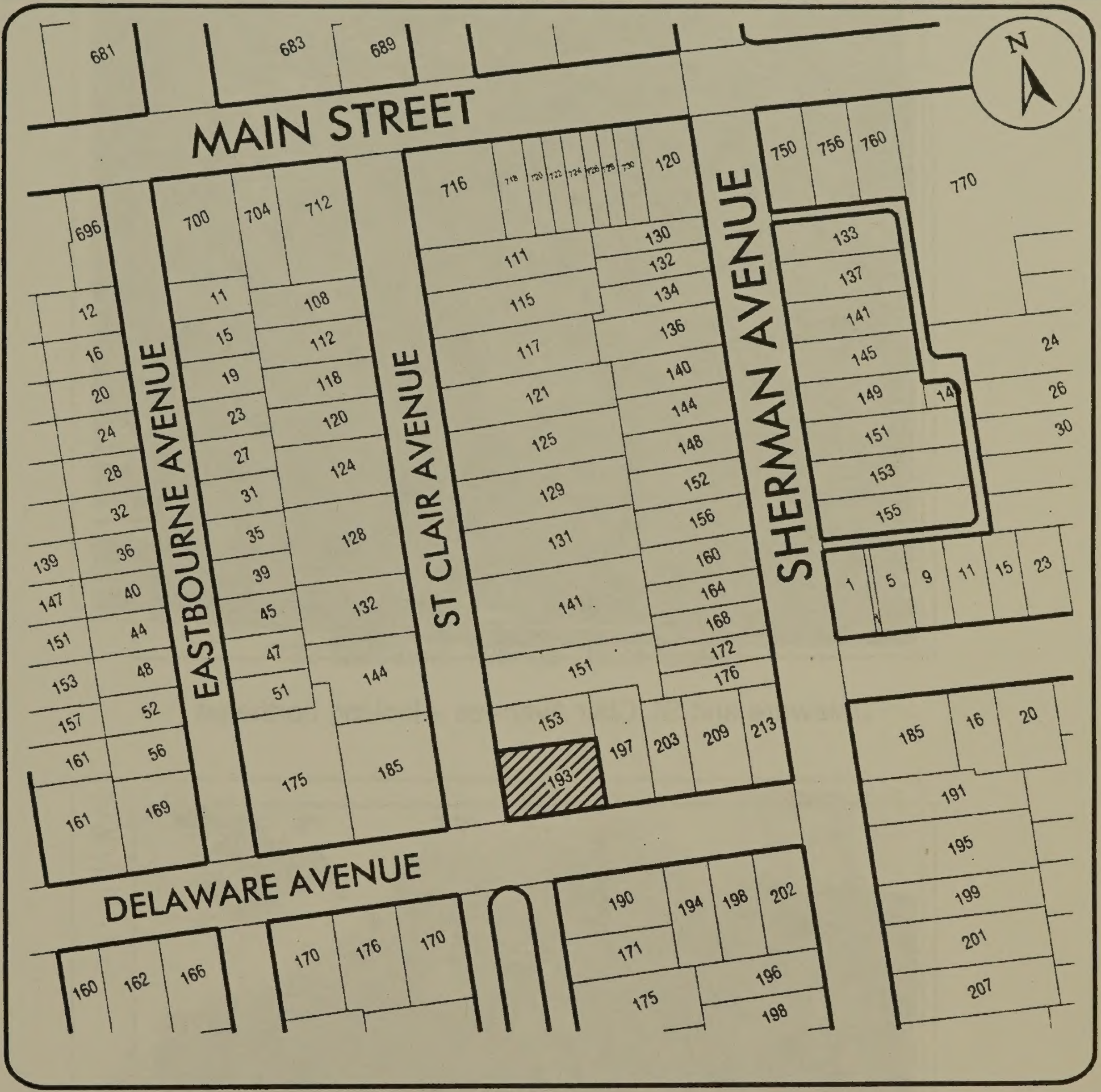
Description of Proposed work

An early 20th century reproduction iron fencing to be installed on the outside perimeter of the subject property. (As seen on example B1 and B2) Iron fencing will be between, late 19th century or early 20th century period stone posts. (As seen on examples A1, A2, and A3) I may also try to locate matching brick and or limestone to the subject residence. Size of posts will be maximum 2.5 brick X 2.5 brick. (20 to 22 inch square) Posts will be approximately 8 –10 feet apart. Black iron fencing will be installed between the posts. Maximum post height will be 5 feet. Maximum fence height will be 4.7 feet. Posts will also have limestone caps, to coordinate with the home. All posts will be installed below frost level, and 12 – 18 inches away from the sidewalk.

My goal is to achieve a fence that already appears dated, but at the same time gives me some privacy, security.

Felice Capolongo
193 Delaware Ave.
Hamilton
Phone 905-545-3355
Fax 905-545-9447

Appendix B to Committee of the Whole
Report PD02139



N
MAIN STREET
EASTBOURNE AVENUE
ST CLAIR AVENUE
SHERMAN AVENUE
DELAWARE AVENUE
681
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696
700
704
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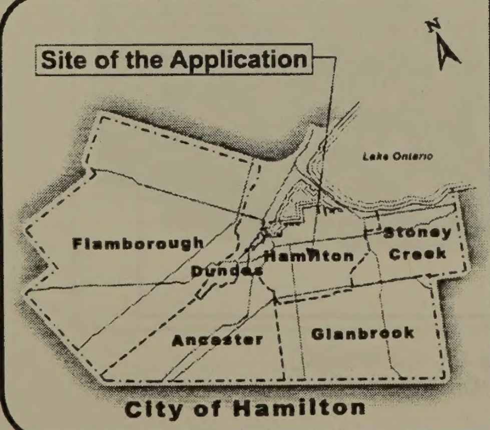


Site of the Application
N
Lake Ontario
Flamborough
Dundas
Hamilton
Stoney Creek
Ancaster
Glanbrook
City of Hamilton

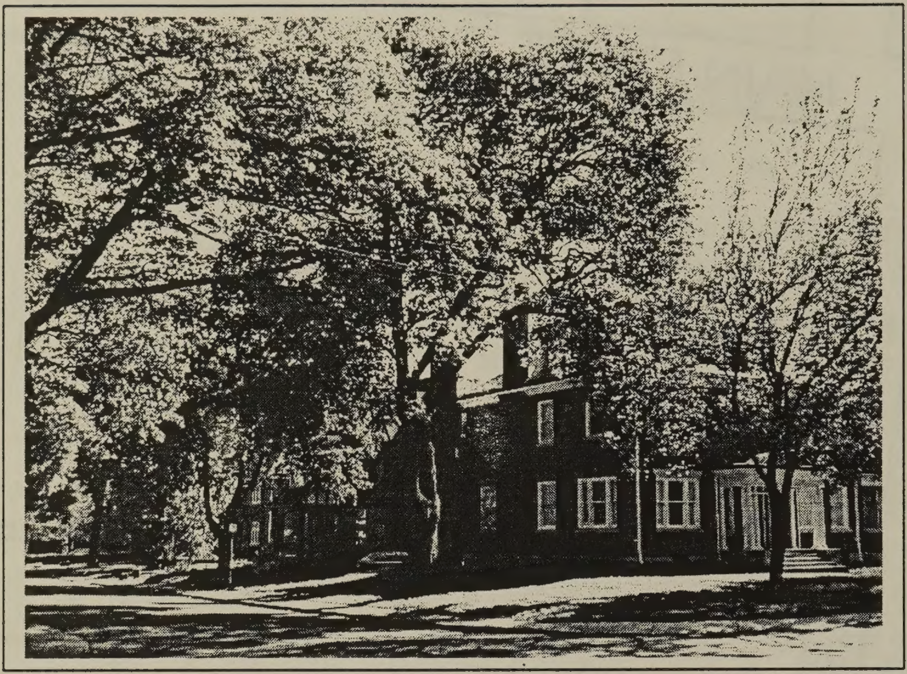
CITY OF HAMILTON
PLANNING AND DEVELOPMENT DEPARTMENT

Location Map

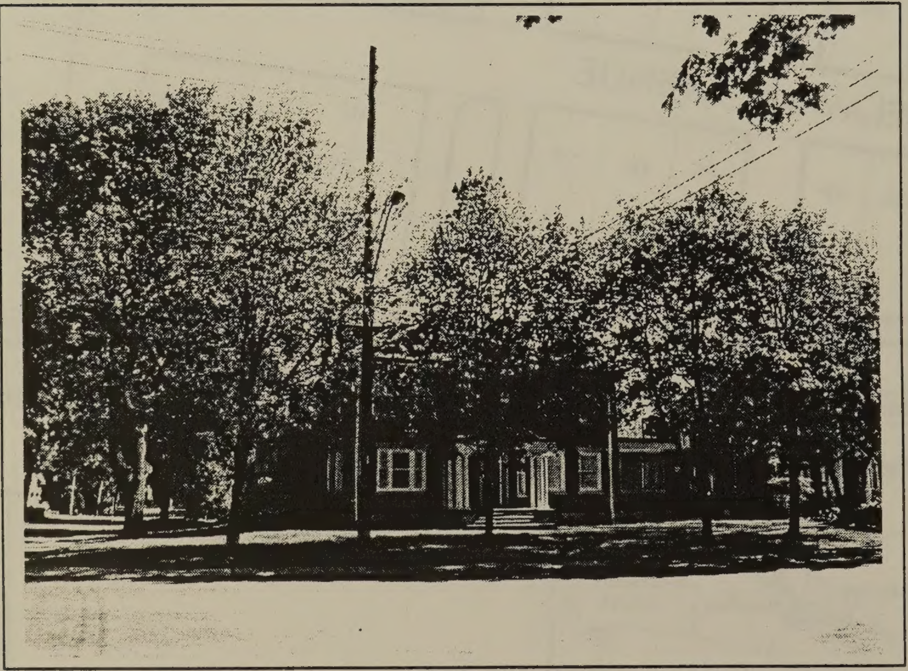
▨ **Subject Property**
193 Delaware Avenue

Filename/number	
Date	***June 5, 2002***
Technician:	***SN***
Map Not to Scale	

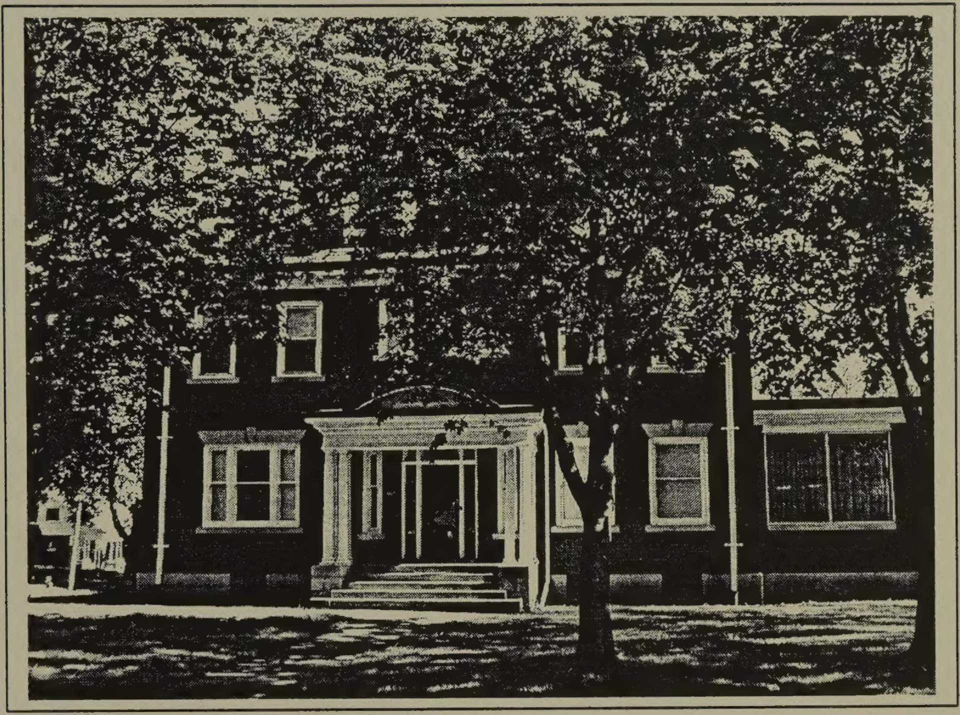
Appendix "A"



Delaware and St. Clair Avenues – looking northeast



193 Delaware Avenue– looking north



193 Delaware Avenue– front façade

Delaware Avenue– looking northwest

SECTION 5

CITY WIDE IMPLICATIONS

5.1

CITY OF HAMILTON

Finance & Corporate Services
Information Technology Services
AND
Corporate Secretariat

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Joseph L. Rinaldo, General Manager Anne Louise Heron, Executive Director
Date:	June 18, 2002	**Prepared by:**	Christine Swenor 4562

SUBJECT: IP Telephony (FCS02077/CSE02019) (City Wide)

RECOMMENDATION:

a) That Information Technology Services be authorized to issue an RFP (Request For Proposal) and to proceed with the conversion of the City's telephone system from centrex based service to an Internet Protocol (IP) Telephony Strategy.

b) That Information Technology Services be directed to conduct a review of the number of Direct In Dial numbers in order to achieve cost savings while preserving acceptable service levels.

c) That the capital cost for the IP Telephony project of $5.4 million be funded as follows:
   i) transfer of $1,250,000 from the Phase II Customer Contact Centre project; and
   ii) transfer of $3,000,000 from the Enterprise Reserve Fund; and
   iii) transfer of $1,085,000 from the Unallocated Capital Levy Reserve.

Joseph Rinaldo

Joseph L. Rinaldo, General Manager
Finance & Corporate Services

AL Heron

Anne Louise Heron, Executive Director
Corporate Secretariat

EXECUTIVE SUMMARY:

This report recommends the conversion of the City's telephone system from a Centrex-based service to IP Telephony. IP Telephony is a technology which combines voice and data communications into one converged network using industry standard protocols.

The City's current voice telecommunications are based mainly on Centrex services provided by Bell Canada. The City's Centrex contract with Bell Canada expires in December, 2004. Voice telecommunications costs are approximately $2.8M per year.

In 2001, Information Technology Services (ITS) and Corporate Buildings & Real Estate engaged Towers McCarthy Telecommunications (TMT) consultants to develop a voice telecommunications strategy for the City of Hamilton. Their report recommended that the City pursue an IP Telephony strategy.

Information Technology Services investigated the technology and worked with the City's current suppliers to develop network designs and a business case for IP Telephony. Following this, ITS engaged an independent consultant, Graycom Analysis, to review the business case. Graycom validated the original business case and identified additional savings. The firm also compared Hamilton's position with respect to other municipalities:

> *" The city is therefore in a position to move forward with this project for less new incremental cost than is the case with other Ontario cities. The only other cities approaching this state of readiness are Mississauga and Sudbury, both of whom are also moving ahead to complete city wide networks serving all work locations."*

The impacts of IP Telephony on the City are significant:

- Lower costs – Depending on the financing and implementation alternatives selected, savings over a 7-year period would range from $8.3M to $9.6M.
- Moves, Adds & Changes – Tasks associated with telephone moves, adds and changes would be eliminated or simplified, resulting in significant savings and more efficient staff relocations. IP Telephony would create more flexibility in the use of office space.
- Consistent dial plan – IP Telephony would provide 4-digit dialling to all City staff to replace the current confusing dialling alternatives.
- Consistent services – IP Telephony would resolve current problems with the City's older PBX systems.
- Integrated voice & data network – By implementing IP Telephony, the City would have one network infrastructure for voice and data. The implementation of a converged voice and data network would enable new applications, such as integrating the City's intranet phone directory with the telephone. Building an integrated, high-performance network is a pre-requisite for computing services of the future.
- Value-added services – By implementing IP Telephony, we would have unified messaging to allow staff to better manage both voicemail and email (i.e. messages may be obtained either from a phone or desktop computer).

- Customer Contact Centre enhancements - IP Telephony's infrastructure is key to providing enhanced Contact Centre services. This project would allow those enhanced services to be better integrated with other City services.

IP Telephony supports the City's strategic values in fiscal accountability, leadership, innovation, teamwork, and excellence. IP Telephony will provide increased services at a greatly reduced cost thereby contributing to the City's strategic goals of growth and opportunity as well as a city that spends wisely and invests strategically.

BACKGROUND:

Current Telecom

The City's current voice telecommunications consists of 3800 Centrex phone lines (and associated services such as voicemail) and 28 local PBX (Private Branch Exchange) phone systems. The City currently spends about $2.8M per year for voice telecommunications services, the majority of which are Centrex services provided by Bell Canada. PBX costs are less than $100,000 per year.

Telecom Strategy

In early 2001, Information Technology Services and Corporate Buildings & Real Estate engaged Towers McCarthy Telecommunications (TMT) consultants to develop a voice telecommunications strategy for the new City. TMT provided us with an analysis of our current telecommunications and determined that the City's Centrex-based technology is adequate for current needs and has served the City well, especially given the number of staff location moves. The City's Centrex contract with Bell Canada expires in December, 2004. TMT's telecom strategy report, issued in June 2001, recommended that the City pursue an IP Telephony (also referred to as "Voice over IP") strategy.

IP Telephony is a technology which combines voice and data communications on one converged data network using IP (Internet Protocol) communications. The City's current data network is built on industry-standard IP communications. In implementing this technology, current telephones are replaced by smart IP phones and Bell Centrex lines are replaced by internal data network lines. The result is a system wherein internal calls are routed through the City's data network. Calls coming from the public or going to the public travel over both the City's data network and Bell's public telephone network.

IP Telephony Investigation

Following the strategy recommended by TMT, Information Technology Services:

- Researched the technology,
- Investigated organizations (such as Sheridan College, KPMG and Algonquin College) which had successfully implemented the technology. Sheridan College's IP Telephony installation combines data, voice and streaming video. The College sees IP Telephony as a competitive advantage in attracting the best students to their computer animation course stream.
- Reviewed the readiness of the City's network for the technology

In the fall of 2001, Information Technology worked with Bell Canada (the City's current voice supplier) and Cisco Systems (the City's current data infrastructure supplier) to develop a network design and a business case for IP Telephony. The network design provided for increased redundancy and reliability over both the current data network and the City's voice services. Based on the business case analysis, it was estimated that the capital outlay required for IP Telephony would result in a payback of approximately three years.

In early 2002, Information Technology enlisted the services of a consultant, GrayCom Analysis to provide an independent review of the business case. Graycom's February 2002 report validated the original business case, and identified additional savings. The report highlighted:

> *" The City of Hamilton is in a fortunate situation with respect to being able to take advantage of IP Telephony. The City is further ahead than any other comparable sized city in Ontario…"*

The implementation of IP Telephony would leverage the City's investment in the FibreWired data network to provide voice services.

Graycom also identified additional savings which could result from reducing the number of Direct In Dial numbers which the City uses. By reducing from 3800 DID numbers to about 200, an additional $182,000/year would be saved. The 200 remaining DID lines would be allocated to departments and services regularly contacted by the public including the Contact Centre, Mayor, Councillors, general inquiry numbers and any number published in the blue pages of the phone book. All other City staff would be reached by dialling through an automated attendant (at no additional cost).

As further analysis of the business case continued, it was determined that:

- If DID lines are reduced as recommended, savings with IP Telephony would be in excess of $9M over 7 years.
- Payback on an initial IP Telephony capital investment would be less than 3 years.
- Leasing options are available which would make annual IP Telephony costs (lease + operating) less than current voice operating costs.
- The City would be forced to quickly replace older, unreliable PBX equipment that no longer meets the City's needs if IP Telephony technology were not installed. These costs would be close to $400,000 over 2 years.

IP Telephony Impacts

Implementing IP Telephony would have a number of significant positive impacts on the City:

- Lower costs – depending on the financing and implementation alternatives selected, savings over a 7-year period would range from $8.3M to $9.6M.
- Moves, Adds & Changes – These would be eliminated, resulting in a savings of more than $1.9M over 7 years (included in the total savings above). Eliminating the need for these simplifies the tasks associated with staff relocations. It would create more flexibility in the use of office space by permitting staff to use both their telephones and computers in any City networked location.
- Consistent dial plan – today, staff on Centrex can reach one another by dialling 4 digits. Depending on location, "internal" calls may require 10, 11 or 14 digits. IP Telephony would provide 4-digit dialling to all City staff.

- Consistent services – the age and capability of many of the City's PBXs results in inconsistent and, at times, unreliable voice telecommunications services for both staff and the public. IP Telephony would resolve these problems.
- Integrated voice & data network – by implementing IP Telephony, the City will have one network infrastructure for voice and data. Just as the implementation of a data network enabled all of the City-wide applications which we run today, the implementation of a converged voice and data network will enable new applications. One example of a new voice and data application would be a phone directory which integrates eNet's web-based directory with the telephone to simplify dialing. Another example would be using an individual's calendar to intelligently direct calls – calls from one number to a cell phone, another number to an assistant and the rest to voice mail. Building an integrated, high-performance network is a pre-requisite for computing services of the future.
- Value-added services – by implementing IP Telephony, we will have unified messaging to allow staff to better manage both voicemail and email.
- Contact Centre enhancements – IP Telephony's infrastructure is key to providing enhanced Contact Centre services. This project provides for the integration of the IP Telephony project and the Customer Contact Centre enhancements in order to achieve overall savings to the City.
- Customer Service improvements -- IP Telephony will provide improved efficiency and more consistent service delivery over the current situation of many Automated Call Distribution (ACD) queues throughout the City. The result will be improved service levels at a reduced cost.

CONTACT CENTRE

Several enhancements are proposed for the Customer Contact Centre. These enhancements include Interactive Voice Recognition, Computer Telephony integration, voicemail hardware and software, and improvements to the Automated Call Distribution switch and software. These enhancements will allow an improved ability to manage the call loads, and to track statistics with respect to incoming and outgoing calls as well as the escalated calls to service areas. These enhancements will also provide for improved customer information for the agents and allow for future self-service applications and automated access to general information during and after business hours. In addition, these enhancements would provide the advantage of using skills-based routing either for specific time-limited service requirements or as operational needs dictate.

- Installing IP Telephony provides the infrastructure to better enable these services. In addition, it provides the ability for the Contact Centre to be virtually expanded to the Municipal Service Centres and other service locations at times of increased call volumes. IP Telephony will also allow representatives to handle e-mail requests with an improved service level response equivalent to telephone calls. These projects would provide for the benefits across the organization while ensuring cost savings are achieved through the integration of two separate projects into one.

Installation

IP Telephony would be installed in three layers:

- The first layer would be the network infrastructure required to support both voice and data. It is important that this infrastructure follow industry standards to ensure reliability and longevity.
- The second layer would be the voice processing equipment required to set up and route calls and to interconnect with the public telephone network.
- The third layer would be the IP telephones.

If the installation were to begin in September 2002, the first layer would be complete by December and the second layer by February. Installation of the third layer would be done at the rate of 500 to 800 phones per month with high density locations such as City Hall first. Phone installation would take six to seven months, resulting in completion of the project by September 2003.

ANALYSIS OF ALTERNATIVES:

In reviewing IP Telephony, the City is faced with three sets of alternatives:

A. Implementation Alternatives
B. DID Alternatives
C. Procurement Options

A. Implementation Alternatives:

1. Status Quo

In this alternative, no changes are made to the current voice technology used by the City. The City would continue to use Bell Centrex services and a number of PBX phone systems. The City would continue to support a separate data network.

PBX phone systems that do not work reliably or do not provide the required basic services would be replaced.

Costs for this alternative over a 7-year period are:

Capital (PBX replacement)	$ 400,000
Operating	$19,145,000

This alternative is not recommended.

2. **Implement IP Telephony through capital investment**
   In this alternative, Centrex and PBX services would be replaced with IP Telephony. Data network infrastructure would be upgraded and voice infrastructure added. All phones would be replaced. Capital costs would include infrastructure equipment, phones, installation services and project management costs. Ongoing operating costs would combine remaining Bell services and maintenance contracts.

   Costs for this alternative over a 7-year period are:

Capital	$ 5,355,000
Operating	$ 5,824,000

   This alternative is recommended.

3. **Implement IP Telephony via lease**
   In this alternative, Centrex and PBX services would be replaced with IP Telephony. Data network infrastructure would be upgraded and voice infrastructure added. All phones would be replaced. Leasing costs would include infrastructure equipment, phones, installation services and project management costs. Ongoing operating costs would combine remaining Bell services, maintenance contracts and lease payments.

   Based on a 4-year lease with zero residual, costs for this alternative over a 7-year period are:

Capital	$ 0
Operating	$ 11,674,000

   This alternative is not recommended.

4. **Pay As You Go**
   In this alternative, one section of the City's voice telecom would be replaced with IP Telephony. Infrastructure for the next section of the IP Telephony upgrade would be funded from savings generated in the first section.
   Advantages:
   - After the initial capital upgrade, the project becomes self-financing.
   - The initial installation could be viewed as a learning experience to improve subsequent installations.

   Disadvantages:
   - Installation would be extended over a number of years. This would reduce the cost savings and increase the payback period. It would also allow continued development of other systems within the City and could further complicate an already inefficient telephone system.
   - Effective network planning and network operations would be hampered by having to support three separate networks (data, Centrex and IP Telephony) for an extended time period.
   - Equipment model changes will occur during the extended installation time. This will affect network design plans, sparing and support.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial
Implementation of IP Telephony for the City will require an investment of approximately $5.355M. The choice to pay for this equipment by capital investment or by leasing the equipment should be based on a detailed financial analysis of the options after final costs are known. However, from the business case analysis, it is clear that:

- Payback on an initial capital investment would be less than 3 years
- The total of lease plus operating costs would be less than the City's current operating costs.
- After repayment of the capital investment or after completion of the lease, annual savings would be more than $2M.
- Alternatively, the capital costs could be funded from reserves which would then permit the savings to be incorporated into the 2003 and 2004 tax budgets, thus assisting to offset know fiscal pressures in those years. Staff recommends this approach.

Staffing
While IP Telephony infrastructure would be managed by the same Information Technology Services staff that currently manage the City's data network, it will be necessary to re-skill staff with updated knowledge of IP telephony.

Legal
Legal Services would be required to negotiate one or more complex contracts for supply, implementation and integration of the IP Telephony system. Legal Services would also be required to negotiate the termination of the City's Centrex agreement.

POLICIES AFFECTING PROPOSAL:

No corporate policies would be affected by this proposal.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Corporate Secretariat
Corporate Secretariat has been consulted and will participate in the implementation of the project to ensure a smooth transition from the Contact Centre's current services. IP Telephony infrastructure will support the next phases of the Contact Centre project and will permit the Contact Centre to offer on-line transactions. It will also enable the Contact Centre to use Municipal Service Centres to respond to call overflow, thereby increasing the productivity of the workforces in both the Contact Centre and Municipal Service Centres. Corporate Secretariat and Information Technology Services will work closely together to deliver these enhanced services.

Corporate Buildings & Real Estate
Corporate Buildings and Real Estate staff administer all moves, adds and changes for the current Centrex system. They will be involved throughout the implementation of IP Telephony to ensure a successful transition of each Centrex phone line to the new technology.

Finance
Although staff currently recommend internal reserve financing, Finance staff will explore alternative lease financing terms as a possible option for the acquisition of the equipment. After installation, Finance will also be involved in determining appropriate mechanisms for cost allocation to user departments.

FibreWired
The City's data network is based on services provided by FibreWired. IP Telephony leverages this investment to provide additional services for the City. FibreWired will be a close partner throughout the implementation of this project and will be key to ensuring the reliability of its on-going operation.

CITY STRATEGIC COMMITMENT:

IP Telephony supports the City's strategic values:

- Fiscal accountability – this project will provide significant savings while improving service levels.
- Leadership – IP Telephony is a leading edge technology which will demonstrate the City's technology leadership and will provide a springboard for local businesses to implement the technology.
- Innovation – this project is an example of innovation within municipal government. It provides the City with the ability to provide improved services at a significantly lower cost by implementing an innovative technology which leverages the City's investment in its data network.
- Teamwork – implementing this technology demonstrates the teamwork among departments within the City and partnerships with the City's suppliers.
- Excellence – IP Telephony will provide the City with a best-of-breed technology.

IP Telephony will assist in reaching the City's strategic goals:

- A city of growth and opportunity – investment in infrastructure. By investing in a converged voice & data network infrastructure, the City will pave the way for additional growth and opportunity.
- A healthy, safe and green city – improving air quality. By providing increased flexibility for teleworking, IP Telephony technology will reduce the need for commuting and contribute to reduced pollution.
- A city that spends wisely and invests strategically – best practices, best value. IP Telephony will provide increased services at a greatly reduced cost – a very wise expenditure. By implementing this project, the City will define the best practices for municipal voice telecommunications.
- A city of choice for high performance public servants – business & service excellence. IP Telephony will provide high quality tools for staff, ensuring that high performance people will come to the City and will remain with the organization.

SECTION 6

SECTION 7

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

7.1

COMMUNITY SERVICES DEPARTMENT
Hamilton Emergency Services Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Barry B. Coopersmith, General Manager
Date:	May 29, 2002	**Prepared by:**	Glen Peace 546-3341

SUBJECT: **Hamilton Emergency Services 3-Year Master Plan: Follow-up Report (CS02006a) (City Wide)**

RECOMMENDATION:

That report CS02006a) be received for information.

Barry B. Coopersmith, General Manager
Community Services

EXECUTIVE SUMMARY:

At the March 6, 2002 Council meeting, staff was directed to respond back to Council with information to the following inquiries:

1. Ideas to augment emergency services by training populations on CPR and defibrillators which can be used by lay persons in high strategic locations.

2. Update on business plan to gauge response times.

3. Cost of service – using Dundas as backup for fire service in Flamborough – what do we expect when we look at the difference.

4. Grievances and costs from 1996 to 2001.
   Outline impact on amalgamation to new work force.

ITEM #1 – PUBLIC ACCESS DEFIBRILLATION

A detailed account of the City of Hamilton and potential use of the above program is outlined in **Appendix A.**

Appendix B is a copy of a publication related to this matter and will provide Council with background information related to the subject of “Public Access Defibrillation”.

Staff is in favour of such a program for Hamilton and will be including the associated cost in the 2003 budget process.

ITEM #2 – RESPONSE TIMES

Staff selected several comparisons of response times to address Council’s direction. The information may serve Council as a benchmark for future reference.

With the absence of a Records Management System (RMS) it remains difficult to extrapolate accurate information void of anomalies that affect average times. For example a number of calls for assistance are not emergencies and, therefore, staff respond without the use of lights or sirens, thus elongating the response.

Further, the Computer Aided Dispatch system (CAD) tracks by “unit number” i.e. Pump #1. It does not take into consideration whether the unit is in the first response district, filling in at other locations, or responding into other jurisdictions. These changes will also elongate average response times.

Chart #1 below demonstrates average response times by Ward for 1999, 2000, 2001 and from January 1 to April 15, 2002.

CHART #1

Average Response Times

	1999	2000	2001		2002 to April 15
Ward 1	3	4	4.21	Ward 1	4.08
Ward 2	3.12	3.51	3.52	Ward 2	3.52
Ward 3	3.58	3.89	3.93	Ward 3	3.95
Ward 4	3.54	3.87	3.91	Ward 4	3.96
Ward 5	4.7	5.02	4.68	Ward 5	4.66
Ward 6	3.94	4.12	4.18	Ward 6	4.32
Ward 7	4.06	4.45	4.47	Ward 7	4.46
Ward 8	4.59	4.97	4.86	Ward 8	4.94
Ancaster	6.78	6.42	6.34	Ward 9	4.28
Dundas	4.81	4.14	4.04	Ward 10	4.5
Flamborough	7.66	8.15	7.41	Ward 11	7.98
Glanbrook	7.15	6.82	7.13	Ward 12	5.54
Stoney Creek	4.45	4.9	4.88	Ward 13	4.47
				Ward 14	9.38
				Ward 15	7.17
Total Calls over the entire City	**25,829**	**19,557**	**21,313**		**5,936**
Average over the entire City	**4.26**	**4.6**	**4.47**		**4.5**
Average Response Time for former City of Hamilton only	**3.77**	**4.12**	**4.72**		

Please note that the Average Response Times for the entire City and for the former City of Hamilton are based on the total number of calls. The average response times for each area cannot be added up and divided by the number of areas in order to arrive at the correct figure for the average response times for the entire City or for the former City of Hamilton.

A further comparison was done utilizing average response times by Station. Chart #2 outlines the information as well as defining the status of a particular Station's staff used to develop the chart. It is worth noting that the average times are under the same reporting conditions as Chart #1.

CHART #2

Station	Average Response 1st Quarter 2002	Status	Station	Average Response 1st Quarter 2002	Status
1	3.30	Full-time	16	8.17	Volunteer
2	4.51	Full-time	17	4.75	Full-time
3	4.76	Full-time	18	6.61	Volunteer
4	4.22	Full-time	19	4.12	Volunteer
5	4.43	Full-time	20	Proposed	
6	3.71	Full-time	21	5.17	Full-time
7	4.51	Full-time	22	S.F.R.C.	
8	4.24	Full-time	23	4.06	Full-time
9	4.20	Full-time	24	4.67 6.71	Full-time **(Mon-Fri only 8:00am 6:00pm)** Volunteer
10	4.07	Full-time	25	8.55	Volunteer
11	3.05	Full-time	26	8.83	Volunteer
12	4.31	Full-time	27	11.27	Volunteer
13	Mechanical		28	9.05	Volunteer
14	Proposed		29	Fire Prevention	
15	7.66	Volunteer	30	EMS	

ITEM #3 – FLAMBOROUGH FIRE PROTECTION USING DUNDAS

The calculation for the service delivery is not reflective of the potential cost to the Corporation if exposed to litigation resulting from failure to deliver the service, i.e. not using appropriate and available staffed vehicles.

The current model of guaranteed response during regular business hours was based on a number of known factors. Available vehicles respond from the closest station with Flamborough receiving support from Ancaster, Dundas and Hamilton.

Historically the most difficult time for volunteer firefighters to assemble at the station and respond is during regular business hours.

More important, staff consulted with the Risk Management personnel for the City of Hamilton on this issue and was advised to develop a plan to ensure emergency service delivery. The protocol of using full-time backup was developed to improve service and ensure that the delivery model was defendable based on history, available resources, and an effective and efficient emergency service.

Area rating reflects all aspects of service delivery including emergency response and support functions. These include but are not limited to Communications (call taking/dispatch), Administration, Mechanical (apparatus equipment maintenance), Training, Fire Prevention and Public Education. Administration reflects the acquisition and distribution of all supplies, external service, property maintenance, and depreciation accounting for reserves, vehicle, equipment and clothing acquisitions.

Due to the reciprocal service provided between the various former municipalities, budgets include a pro-rated portion within the distribution of the tax levy. Allocation of the area rated budgets are based on fixed costs for identifiable expenditures and revenues, with a pro-rated cost for shared resources based on the location of equipment and staffing. It is, therefore, not clear how we would extrapolate a fixed cost reflection of utilizing Dundas responding into Flamborough.

There are several factors associated with this position beyond what is stated above. For example closest station response in Flamborough utilizes staff and operates from Dundas, Ancaster and Hamilton not just Dundas. Secondly, the process is a reciprocal endeavour; units from every one of the original municipalities now cross the imaginary old borders to ensure closest station response in a neighbouring jurisdiction. This is fundamental to Hamilton Emergency Services – Fire strategic plan for the amalgamation and consolidation of all resources.

ITEM #4 – GRIEVANCES AND COSTS

The majority of the requested information for Item #4 was addressed within report HUR02004, attached hereto as **Appendix C**, dated April 22, 2002 entitled "Grievances and Related Costs"

Specific to the Emergency Medical Services (EMS), Council should be aware that the ongoing dispute between CUPE and OPSEU as to union representation for this labour group has generally negated the ability of staff to generate grievances. However, a substantial number of outstanding labour issues related to EMS staff has been resolved utilizing an alternate dispute resolution (ADR) process.

Chart #3 demonstrates Fire's grievances submitted for the years 1996 to 2001. The majority were heard and resolved, therefore, resulting in no additional cost to the Corporation. Note that in 2001, 107 grievances were submitted and withdrawn by the Hamilton Professional Firefighters Association, Local 288 while one was cancelled. These were in addition to the 18 listed in the following chart.

CHART #3

1996	1997	1998	1999	2000	2001
7	1	12	8	11	18 1 cancelled 107 withdrawn

Council will also recall that upon ratification of the 3-year collective agreement (2000 to 2002) with H.P.F.F.A., Local 288 a number of outstanding grievances and Ontario Labour Relations Board hearing issues were resolved resulting in a substantial cost avoidance for both parties.

BACKGROUND:

ANALYSIS OF ALTERNATIVES:

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

POLICIES AFFECTING PROPOSAL:

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

CITY STRATEGIC COMMITMENT:

GP/so
Attachments (3)

APPENDIX A

Hamilton Emergency Services

Public Access Defibrillation

Report to CMT, June 2002

Prepared for Mr. Peace

Public Access Defibrillation – Executive Summary, June 2002

Background

Sudden cardiac death is the leading cause of mortality in Canadians. The lethal cardiac rhythm typically preceding death is 'ventricular fibrillation' and it requires an immediate electrical shock with a defibrillator. The Canadian Heart and Stroke Foundation endorses making Automated External Defibrillators (AED) available to those that respond to cardiac arrests in the course of their duties.

Current State in the New City of Hamilton and Other Areas

The Hamilton AED program includes services from paramedics, firefighters and other corporate staff that have AED training. Dofasco, Stelco and a golf course have an AED on-site. In the past 2 years many Ontario communities have extended their "targeted responder" AED programs.

Future Considerations to the Existing AED Target Responder Program

An in-depth analysis is required to accurately assess the impact placing more AED's in the community in the following areas:

- ✓ Public pools, Police Marine Unit, Golf courses
- ✓ Copps Coliseum, Ivor Wynne Stadium, Hamilton Place, City Hall, Court House
- ✓ High-rise complexes >3-5 stories, Large industrial complexes
- ✓ Large public gatherings with restricted access

Enhanced AED programs will also increase public awareness of cardiac emergency recognition and more bystander CPR.

Training & Medical Oversight

To use an AED, training of 4-8 hours is typical with a cost of ~$200.00 per person (not including back-fill wages). Annual refreshers course of 2-4 hours may cost ~$125.00 per person. Hamilton Emergency Service currently contracts the HHS Base Hospital Medical Director to provide medical oversight.

Labour Issues

When AED's were introduced into the paramedic and firefighter skill sets working terms had to be established. Further expansion of AED use in the public service sector will require discussions.

Risk Management, Public Expectation & Co-ordination

There is an increasing expectation to have AED's in the community and to promote bystander CPR. This initiative has some risks that can be measured against the benefits. An effective AED targeted program requires a coordinated community approach and Hamilton Emergency Services has this experience.

Financial Impact

The financial implications of a target responder AED program include capital and operational costs. As an example equipping a city pool facility with and AED and training 8 staff in the initial year would be $10,600.00 and $4,300.00 annually.

Summary

Hamilton has been a leader in out-of-hospital resuscitation and it would be reasonable to develop a short and long-term strategy to expand the AED targeted responder program and to promote bystander CPR program.

Recommendations

1. Staff complete an environmental scan of best practice bystander CPR and targeted responder programs in other large Ontario municipalities. This scan should include a financial, legal and medical evidence analysis.

2. Based on the results of the benchmarking process, staff develops a strategic plan for the current targeted responder AED program to identifying priorities, setting targets and exploring medical oversight options.

Background

The Heart and Stroke Foundation has identified that sudden cardiac death is the leading cause of mortality for Canadians. The cardiac rhythm that precedes death in these instances is typically 'ventricular fibrillation' where the heart is not pumping blood and is erratically shaking. The best course of action to correct this lethal heart rhythm is to use a defibrillator to provide an electrical shock to the heart. The electrical shock will stop all abnormal electrical activity giving the heart a chance restore a normal rhythm. The earlier the shock is delivered, the more likely the treatment will be successful. Every minute is crucial to the outcome of the victim. Hence, there is a need to have the AED and a rescuer in the immediate vicinity of the victim to reduce the 'time to shock'.

The Automated External Defibrillator (AED) has become increasingly easy to use to the extent that it has progressed from being issued to paramedics with 3 years of medical training, then to firefighters with a first aid course, and more recently, one study demonstrated that young children (approx. age 7-8 yr. old) could operate the unit safely after a brief training session. These advances allow extended access of AED's to the broader community and further reducing the 'time to shock'.

The Canadian Heart and Stroke Foundation refers to a 'targeted responder' AED program as the use of an AED by anyone who may respond to a cardiac arrest in the course of their duties or function. This typically has included doctors, nurses, paramedics, firefighters, and, more recently, first aid staff in the work staff, security guards, police officers, lifeguards, etc. A 'Public Access Defibrillator' (PAD) Program is defined as a program where anyone in the public could pull an AED off the wall from a case and shock a victim, similarly to public access fire extinguisher programs. True PAD programs have only been endorsed in the past 1-½ years, and few are operational.

Current State in the New City of Hamilton and Other Areas

Hamilton has an effective 'Targeted Responder' program that began with the ambulance paramedics in 1984, and was fully operational in 1988. It was extended to include firefighters, becoming the first program of its kind in Canada in 1989. Dofasco and Stelco have had defibrillators in their Hamilton operations for over 10 years. The city of Hamilton has been noted to have one of the highest successful resuscitation rates in Ontario, and likely in Canada for out-of-hospital sudden cardiac arrest. In the past 2 years, however, many other urban communities, notably Toronto, Calgary, Ottawa and Windsor, have extended the targeted responder group. In Windsor, for example, public buildings and pools are being equipped with AED's and staff members are being trained in their use. Industrial sites are equipping and training staff. Elsewhere, Air Canada and other air carriers are putting defibrillators in passenger carrying aircraft and training flight attendants. Further along the 'chain of survival', Chicago airport does have an AED beside every wall mounted fire extinguisher, which allows immediate 'public access'. If someone sees a person collapse, they can call 911, then run to the nearest AED/fire extinguisher, return to the victim, and provide a shock if required. When the AED is pulled from the wall, it automatically alarms the airport security who are also trained AED providers and they respond to assist the public rescuer. In a recent survey of the various departments in Hamilton, it has been identified that a group of lifeguards have been trained in AED but not equipped. Select industries and golf courses have equipped and trained staff in AED use. The police department marine unit has expressed interest in providing AED services for emergencies on the Bayfront. The EMS and fire service AED program continues. To be considered is the impact of expanding the 'targeted responder' program currently in place.

Future Considerations to the Existing AED Target Responder Program
A sophisticated, time-consuming analysis is required to determine an estimated potential number of lives saved of any program expansion. Void of this analysis, the conditions required to have impact beyond the benefits already achieved are areas where the emergency services cannot readily access the victim. The public AED responder and the AED must be in the immediate vicinity of the victim. These AED's should be placed in areas with high concentrations of people with a high risk of sudden death. Consider the example of someone collapsing at Copps Coliseum. While the EMS or Fire response to the scene will be rapid, moving from the unit to the victim will be delayed. A security guard equipped and trained in the use of an AED would be logical.

Civic buildings are commonly populated with AED's, and security staff or site first aid staff are trained rescuers. It is increasingly common to see an AED in use at large public gatherings and events, such as festivals. And in some communities, bylaws have been enacted to require they are on-site. Various police services have began to use AED's. Given the delays for all other emergency services to gain water access, the police marine unit being trained and equipped would be one option. Pools typically attract young healthy individuals, making catastrophic events rare; however, the lifeguards are trained in CPR, and the use of an AED with this group is generally easily implemented and maintained.

Other areas where AED use could be promoted are doctors' offices and medical clinics, where health care professionals are on site and caring for the target populations. Finally, large settings where the emergency services are delayed getting to the patient's side, such as golf courses, industrial buildings and high-rise buildings, could benefit from an AED on-site with trained staff.

Without performing a scientific analysis, it is reasonable to expect that there would be some enhancement to the current AED program by placing AED units in the following select areas:

- ✓ Large public events, particularly where attendants' average age is >40 years
- ✓ City Hall
- ✓ Copps Coliseum
- ✓ Ivor Wynne Stadium

- ✓ Hamilton Place
- ✓ Public pools
- ✓ Police Marine Unit
- ✓ High-rise complexes greater than 3-5 stories that require waiting for elevators
- ✓ Golf courses
- ✓ Large industrial complexes

Training

The Automated External Defibrillator (AED) is a simple machine that requires minimal training to be used safely. The training program requires that the operator complete a course that covers when, where, why, and how to use an AED. Typically, the training is a 4 to 8 hour course with a student to instructor ratio of 4:1. Most programs start with a CPR refresher course followed by an initial AED course and they require at minimum an annual refresher AED course of 2 to 4 hours. The cost of the initial training program for those already trained in CPR can be expected to be ~$200.00-350.00, largely depending on the level of involvement required by your local medical authority in the process. Savings may be possible by contracting the education or finding efficiencies in multiple classes. The annual ongoing costs for refresher courses are typically half of the initial cost. These estimates **do not include** back-fill expenditures for staff taking the program.

Medical Oversight

Most targeted responder AED programs in Canada have a medical director. The desire for medical oversight is endorsed by the Heart and Stroke Foundation of Canada, as well as by the Ontario Heart and Stroke Foundation. Education materials have been developed by the Heart and Stroke Foundation and are approved for teaching. Currently, Hamilton Emergency Services utilizes the Hamilton Health Sciences Base Hospital Medical Director to oversee the Fire Department and EMS Defibrillation programs. It is not essential but reasonable to consider using the same physician for any expansion in targeted responder AED programs in this community. There is a cost associated with this service and a medical director generally charges a retainer fee, plus any additional costs for review of any use of the AED, program development, review of medical directives, and training. For example, in the past, the Hamilton Fire before amalgamation used to be charged ~$12,000.00 per year to train the trainers and maintain oversight of that service with approx. 150 uses per year.

Labour Issues

In 1988, after the introduction of AED use into the general ambulance staff population, and then in 1989 among firefighters, both groups in Hamilton launched labor disputes around mandatory training and sought additional compensation. It is reasonable to anticipate that in the private and public sector any further introduction of AED use, particularly for those not normally required to perform these duties, there will be labor/management issues in health and safety, training and compensation. The main issue will be expectation for an increase in wages. Health and safety concerns are predictable around the safety of delivering the shock. Depending upon contract language or worker representation, there may be an expectation for the training time and expenses to be paid for the initial and ongoing courses.

Risk Management and Public Expectation

Currently most major centers in Canada have “targeted response” AED programs that involve EMS and the Fire Services. A handful of cities, most notably Windsor, Toronto, Calgary, and Ottawa, have expanded their targeted responder AED programs to include public venues and they are using lifeguards, security guards and workplace responders. These programs become prevalent in Canadian metropolitan areas and the public expectation is expected to increase.

Coordination

To have an effective targeted responder program, it has been recognized by the Canadian and American Heart Association that this should be a coordinated effort with the local Emergency Medical Services. Hamilton Emergency Services is a logical conduit to lead this activity similar to Toronto and Calgary models.

Key to Success

A key element to success of the existing and future AED program is ‘early recognition’ of cardiac arrest and ‘early access’ to assistance. A concurrent strategy should be implemented to raise the level of public awareness to recognize the early signs of heart attack and call for help without delay. An AED is of almost no value if the defibrillator does not get to the victim within 10 minutes of the arrest. Enhanced efforts should be directed to increasing public training in CPR. This does not replace the need for an AED but it extends the time that an AED may be effective in restoring an effective heartbeat. The local Heart and Stroke Foundation, Public Health, Hamilton Emergency Services, the Board of Education, and the broader health care community must work collaboratively on strategies to improve early recognition and early access in cardiac emergencies.

Financial Impact

The financial implications of a target responder AED program include the following:

- ✓ AED unit – capital and 5 year replacement
- ✓ Initial and ongoing training of rescuers and trainers
- ✓ Medical oversight
- ✓ Potential for increased wage compensation
- ✓ Potential for omission/commission risk management – not having an AED where it would be reasonable to expect there should be one, or having one and it is not used or erroneously used

Assuming a simple program of equipping a recreational pool with an AED, training 10 staff and maintaining that program would be $10,600.00 initially and $4,300.00 annually, not including the any wage implications. This also assumes some coordination from Hamilton Emergency Services.

Summary

The New City of Hamilton has been the leader in out-of-hospital resuscitation of sudden cardiac arrest in Ontario. Other communities have recently enhanced their programs beyond the Hamilton model, and it is reasonable at this juncture for Hamilton to formulate a short-term and long-term strategy to improve its involvement in this area in partnership with the private and public sectors.

Concluding Recommendations

It is recommended that staff initiate a comprehensive best practice review, including site visits, and that they develop a business plan to enhance the current target responder programs. This would include but not be limited to: identifying priorities for change, opening discussions with local health care agencies (i.e. St. Joseph Hospital and Hamilton Health Science Corporation) to explore options in medical oversight, a financial analysis of any expansion, legal implications, and expected benefits of any expansion.

As an interim strategy, the staff of the Hamilton Emergency Services should be directed to explore opportunities to provide a targeted responder AED program in Copps Coliseum, Hamilton Place, the Police Marine Unit, City Hall, the Court House, and special events where there is substantial public gathering and restricted access. These areas provide low yields of use however their immediate availability decreases the interval to the use of the AED and **early defibrillation** is a vital component to combat sudden cardiac death.

Appendix

Background materials and files are available on request.

Typical Costs for an Initial Training Program

Item	Cost
2 Instructors @ $30/HR (2 instructors per 8 students)	$ 720.00
Prep Time	$ 120.00
Books from HSFO	Est. $ 500.00
Travel	$ 72.00
Space Rental (if required)	$ 300.00
Photocopying, etc.	$ 100.00
Defibrillator Unit Rental	$ 500.00
Lunch (if supplied) $ 10.00 / person	$ 100.00
Involvement of Medical Director (optional) $ 120.00/HR for 4 hours	$ 480.00
Total Estimated Costs for 8 Students	**$ 2892.00**

Sample Cost for 8 Rescuer AED Program

Item	Initial Cost	Annual
AED	7000	1200
AED Maintenance	0	500
Training for 8	3000	3000
Medical Delegation	600	600
Total*	10600	4300

* This does not include any consideration for backfill wage costs for those taking the course or changes in compensation. It does assume some infrastructure support from Hamilton Emergency Services. Reductions in cost can be achieved with economies of scale.

Public Access Defibrillation

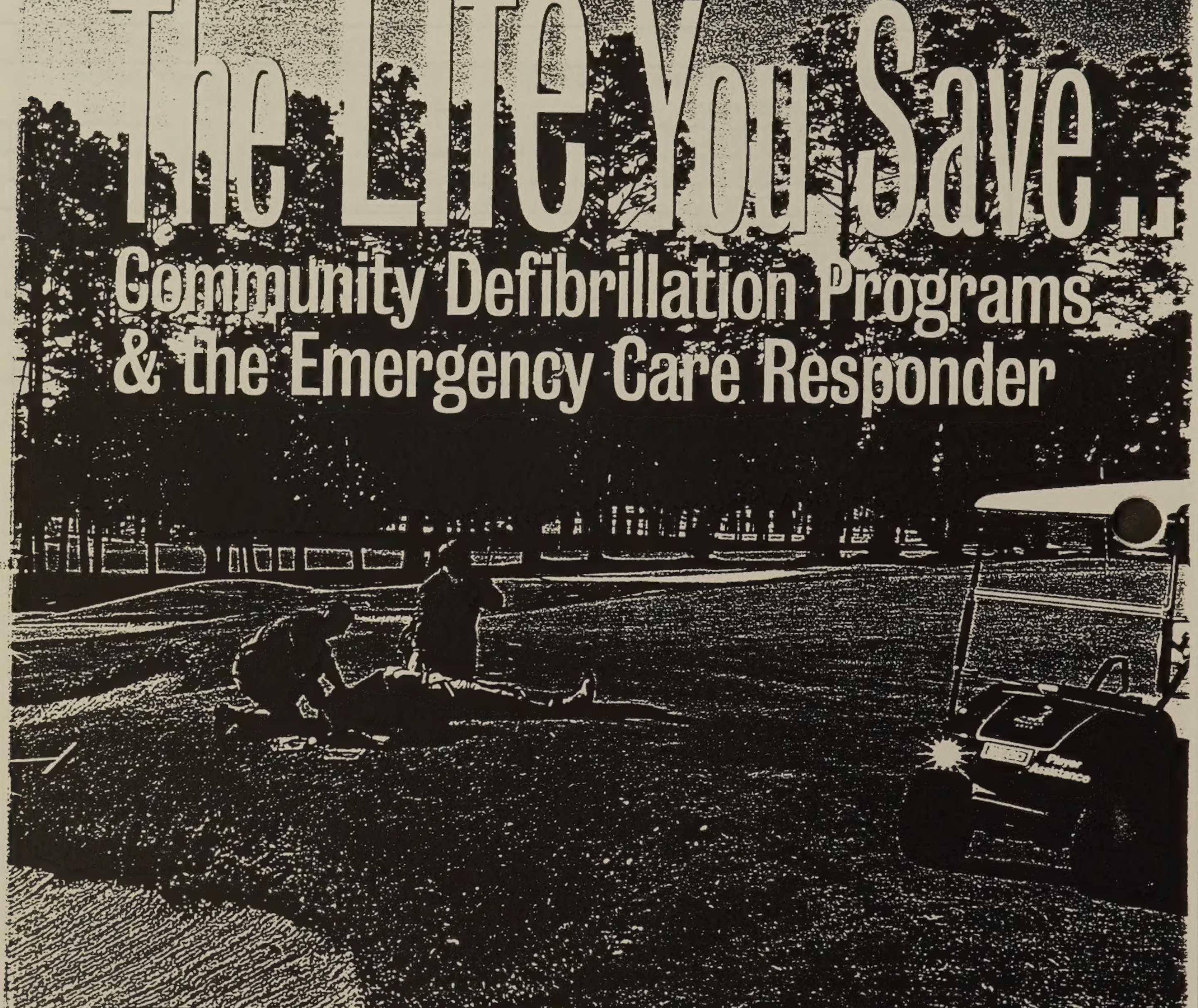
An educational supplement presented by
The National Center for Early Defibrillation

Produced in cooperation with the publishers of 911 Magazine, FireRescue Magaz
JEMS (Journal of Emergency Medical Services), Law & Order and The P[illegible] Ch

APPENDIX B

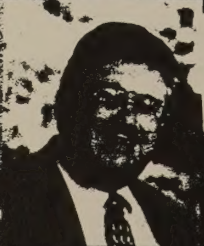
The Life You Save..

Community Defibrillation Programs & the Emergency Care Responder



Sean Morley, 13
Saved June 13, 2001
At baseball field
Deerfield (IL)
Police Department

Mitzi McGee, 67
Saved October 23, 2000
At home
Dormont Borough (PA)
Police Department


Jerome Fuentes, 56
Saved October, 1998
At golf tournament
Houston (TX)
Bike Medics

Amanda Redicott, 20
(with son Cody)
Saved December 1, 1999
At school (while pregnant)
Nestecca (OR) firefighters

Christine Hammond, 53
Saved February 1998
In casino
Las Vegas (NV)
Bally's Casino Security

Chief Lee Donohue, 57
Saved September 1999
At P.D. headquarters
Honolulu (HI)
Police Department

ON BYSTANDERS

By Vince Mosesso, MD

Be the Catalyst

Transforming the bystander into a citizen responder

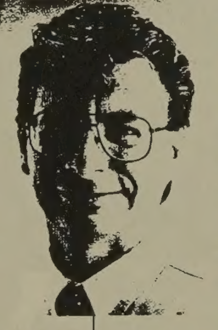
Bystander: One present at an event who does not participate in it.
Responder: One who reacts.
Catalyst: A substance that increases the rate of a chemical reaction; a person who precipitates an event

More than 250,000 people die each year in the United States from sudden cardiac arrest (SCA), despite the efforts of the finest cardiologists and coronary care units. More than 650 people die every day of SCA despite the finest emergency departments, physicians and nurses. More than 25 people die every hour from SCA, despite the finest prehospital care systems and personnel, from fire department first responders to paramedics. (And these numbers are probably conservative—a new report from the Centers for Disease Control suggests that the incidence of SCA may actually be twice as high, affecting as many as 450,000 each year.)

We also know how to significantly reduce these deaths, as symbolized by the Chain of Survival: 1) early notification of 9-1-1; 2) early CPR (which can double the chance of survival if started within the first few minutes); 3) early defibrillation (survival rate decreases about 10% every minute until the shock is delivered); and 4) early advanced care.

But what we need to understand is that in most instances emergency care providers can't get there fast enough to make a difference—by themselves. We often talk about the importance of "bystander CPR." But look at the above definition of bystander: someone who "does not participate." The purpose of this supplement is to challenge all public safety responders to encourage would-be bystanders in their communities to react appropriately—to become citizen responders.

Promoting citizen, fire department, and law enforcement response to sudden cardiac arrest remains an under-appreciated yet critically important responsibility of public safety agencies. We must help everyone in the community see that what they do in the first few minutes after witnessing someone's collapse has proven to be the most important determinant of whether the victim lives or dies. EMS, law enforcement, fire department and other public safety personnel should champion the adoption of systems in the community that ensure immediate care by lay citizens and those public safety personnel most likely to be first on the scene. These men and women are ideally positioned to become catalysts for change in citizen bystander response.



This supplement provides you the tools to become the catalyst in your community and your organization. It offers information you can use to convince your organization, local leaders and the general public about the importance of being prepared and willing to respond when SCA strikes. It includes stories of model AED programs and resources for developing successful programs. It was created by the National Center for Early Defibrillation (NCED), a new resource center based at the University of Pittsburgh. NCED was established in January 2000 as an academically-based, manufacturer-neutral clearinghouse of information on the subject of early defibrillation. Our mission statement says it best: To foster optimal immediate care for victims of sudden cardiac arrest by providing leadership, expertise and information related to early defibrillation.

The NCED website (*www.early-defib.org*) is a comprehensive repository of all things related to early defibrillation, including state and federal laws, funding suggestions, and the latest research and news related to SCA management. You can read about SCA survivors and the best practices of other successful early defibrillation programs. NCED also provides consultation (via e-mail, phone or site visit) to assist with local program development.

Needed: Community Champions

Be the champion of AED programs to government and to private organizations alike. Be the innovator who stimulates citizens to move from being mere bystanders to being effective responders. The life you save may be a neighbor, a father or a grandfather, a brother or a sister, a mother or a grandmother. Or it could very well be a colleague. We know the solution—now we must act.

Vincent N. Mosesso, Jr., M.D., is medical director of NCED. He is assistant professor of emergency medicine at the University of Pittsburgh School of Medicine and medical director of prehospital care for UPMC Health System. He has focused much of his academic research on prehospital care including the role of police and first responders in the use of AEDs.

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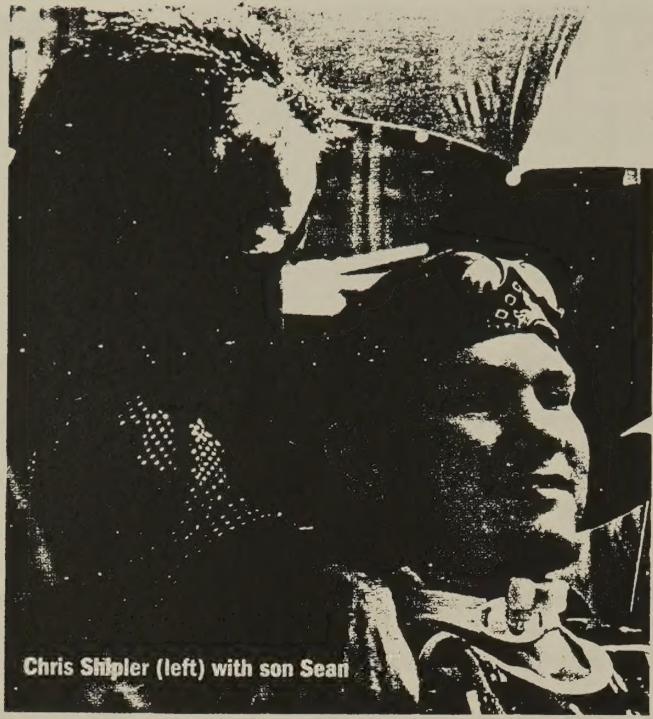
ABOUT THE COVER: An AED save is demonstrated at Pinehurst Country Club in North Carolina. Photo by Ken Kerr. Pictured are actual survivors of sudden cardiac arrest. Go to www.early-defib.com to read their complete stories.


Chris Shipler (left) with son Sean

D is for Defibrillation

The Grassroots Movement to Place AEDs in Schools

By Mary Newman

There is nothing more painful than losing a child. And when one dies unexpectedly from sudden cardiac arrest (SCA), the loss can be particularly severe. Kids aren't supposed to die this way, the family thinks, and could the death have been prevented if rapid defibrillation was available? Perhaps it is this deep anguish—and the need to draw some good out of it—that has motivated a growing number of parents to become champions for AEDs in schools.

Parents/Friends Who Care

Karen Acompora of Suffolk County, Long Island, was inspired to create the Louis J. Acompora Memorial Foundation, in memory of her son, Louis, who died suddenly on March 25, 2000 at the age of 14. Louis, a lacrosse goalie at Northport High School, had been struck in the chest during a game. Although he was wearing a chest plate and was in otherwise good health, he died instantly from commotio cordis leading to cardiac arrest. The Foundation, whose motto is "Taking our children out of harm's way," developed a comprehensive educational package that includes a book, video and Power Point presentation on AEDs in the schools. It has been widely distributed free of charge to increase awareness among parents and coaches about commotio cordis and the need for improved screening of athletes along with access to defibrillation in schools and athletic fields. Thanks to Acompora's efforts, 20 AEDs have been installed in area schools and more than a thousand kits have been distributed nationwide. Louis's story touched the hearts of millions more when Karen appeared with Oprah Winfrey.

John and Rachel Moyer, from Shawnee on Delaware, Pennsylvania, lost their son, Gregory, a 15-year-old high school student, when he collapsed and died on December 2, 2000 during a basketball game. The couple established the Gregory W. Moyer Defibrillator Fund, which has raised more than $100,000 to place AEDs in area schools. In addition, they worked tirelessly with state legislators to develop the first bill in the nation that provides state funding for AEDs in schools (General Assembly of Pennsylvania House Bill 996). The program, sponsored by Rep. Kelly Lewis, R-Monroe and signed into law by then Governor Tom Ridge, provides $2.4 million in funding. Eligible school districts can get two defibrillators free and can buy additional devices at a discounted rate.

For Linette Derminer, tragedy struck on June 7, 2000, when her son Kenneth, 17, died suddenly during football practice. She has since created the Ken Heart Foundation, dedicated to the prevention of sudden cardiac arrest and death in youth and athletes. The Foundation website, *www.kenheart.org*, features a hall of fame that honors young people who have lost their lives to sudden cardiac arrest and the few who have survived. Derminer also has been active in promoting legislation in Ohio that would provide funding for AEDs in schools. She also is developing a database of young victims of SCA.

In November 2000 the lives of Chris and Tammy Shipler changed forever. That's when their 14-year-old son, Sean, experienced sudden cardiac arrest while running on the track at Inglewood Juni[illegible] High School in Sammamish, Washingto[illegible] Bystanders provided CPR until paramedics arrived 10 minutes later and revived him with a defibrillator. Although Sean survived, he suffered neurological

D is for Defibrillation *continued from s-3*

impairment. Determined that this should not happen to other young people, Chris Shipler began a crusade to get AEDs into area junior and senior high schools. Shannon Bulger, a fellow student who was deeply touched by Sean's accident, and her father, Scott, joined in the effort. They were guided by Alidene Dougherty, a defibrillation advocate from the University of Washington.

At first the group met with resistance. "Schools really need to be educated on this issue," said Bulger. "It's so frustrating that all too often a child has to die before anything happens." To increase public awareness and raise funds for AEDs in the schools, Bulger arranged for the Seattle Mariners to sign autographs at one of their games in exchange for $20 donations. He invited the families of five other young SCA victims in the area and several other school-site AED advocates from around the country, including the Acomporas, Moyers and Derminers, to participate in the fundraiser. He enlisted the help of the Issaquah and Redmond Rotary Clubs, which provided volunteers to collect donations from fans and whose 501(c3) status enabled contributions to be tax deductible. Thanks to donations and additional funds from the Rotary, more than $50,000 was raised, making it possible for 19 schools to be equipped with defibrillators. Bulger created *www.heartsafeschools.org* to help spread the word.

Project ADAM, a Milwaukee, Wisconsin initiative was created in memory of Adam Lemel, a 17-year-old student at Whitefish Bay High School who collapsed on January 22, 1999 during a basketball game. Adam, an avid athlete who enjoyed many sports, had a rare form of cardiomyopathy that was previously undiagnosed. The day after Adam died, David Ellis, a close friend of Adam's, channeled his grief into action, beginning a crusade to get AEDs into all 12 schools in his high school conference. Meanwhile, Karen Bauer, Becky Hirschy-Wolkenheim, and Stuart Berger, MD, of the Children's Hospital of Wisconsin were planning an initiative to get AEDs into high schools across the state. They joined forces with David and created "Project ADAM" (Automated Defibrillators in Adam's Memory). In the first 20 months of operation, Project ADAM provided defibrillators and training in 40 Wisconsin high schools, using bake sales, tailgate parties and can collections to raise funds. To date, Project Adam has distributed more than 150 program manuals. It works closely with Masonic Lodges, which partner with schools to provide matching funds.

Causes of Sudden Cardiac Arrest in Kids

Commotio cordis is arrhythmia or sudden death from low-impact, blunt trauma to the chest without apparent heart injury. Ventricular fibrillation is the most common associated arrhythmia. Commotio cordis occurs most commonly in baseball but has also been reported in hockey, lacrosse, softball and other sports. Researchers at the U.S. Commotio Cordis Registry studied 124 cases and found the average age of death was 14. Only 18 victims in the study (14 percent) survived, usually because of prompt CPR and early defibrillation.

Hypertrophic cardiomyopathy (HCM) is a congenital (born with) heart (cardio) muscle disease (myopathy). The muscular walls of the left ventricle become abnormally thickened (hypertrophy). As HCM progresses, it can alter the structure of the heart and impair its functioning, sometimes causing sudden cardiac arrest. About one in 500 people have HCM; many are unaware they have it.

For Resources for School-Site AED Programs
http://www.early-defib.org

The far-reaching effects of these grassroots efforts are making a tangible difference. After the sudden death of high school soccer player Louis Savino, 15, the Council Rock School District in Bucks County, Pennsylvania allocated $42,000 to buy defibrillators for all its buildings. Prompted by the sudden death of a 16-year-old baseball player who was struck in the chest with a baseball, the Board of Education in Jackson County, West Virginia, initiated the Ripley Project, which was endorsed by the State Board of Education and funded by the West Virginia legislature. It enabled the county school system to be among the first in the U.S. with a comprehensive program.

The good news is that some young victims have become survivors. In October 2001 sixth-grader Daniel Golden, 11, collapsed at the bottom of a staircase at the Monsignor McHugh School in Cresco, Pennsylvania. School nurse Theresa O'Malley and a crisis response team rushed to his side with the school's new AED. After several shocks, Daniel's heartbeat was restored; he was taken to a nearby hospital to recuperate. The AED had been donated to the school less than two weeks earlier.

In November 2001, another school-site save occurred—but this time it was an adult who was resuscitated. Terry Artman, 54, assistant cross-country coach at Glenbard High School in Glen Ellyn, Illinois, was at a pep rally honoring the team for winning the state championship when he suddently slumped to the floor. School nurse Jean Karris and security guard Jim Kolzow, a retired paramedic, along with parent Barbara Mac Taggart, became the resuscitation team. "Terry was awake and alert before EMS arrived," said Harris. The school had implemented an AED program 18 months earlier, thanks to the proactive efforts of William Leensvaart, principal, and the district administration who wanted to prepare for the possibility of athletes who may suffer from hypertrophic cardiomyopathy.

Should AEDs Go To School?

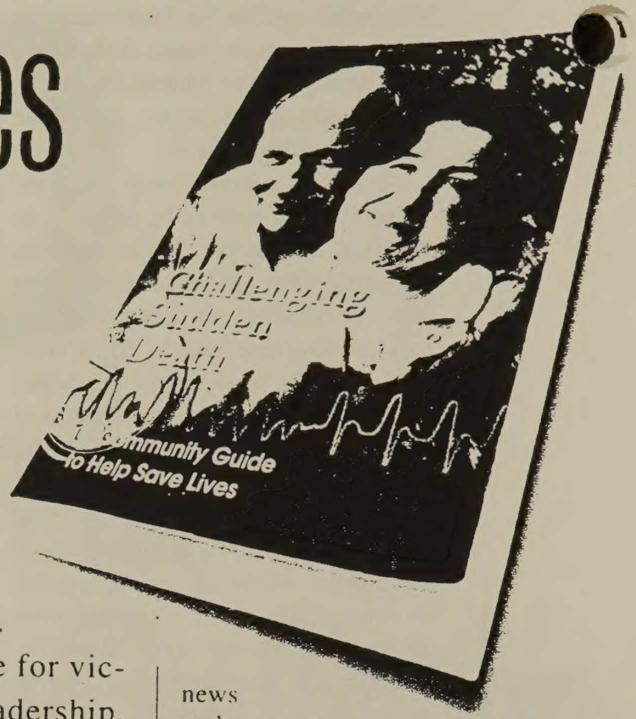
Some experts caution that the incidence of sudden cardiac arrest in young people is rare and that putting AEDs in schools are not a high priority. Others argue that school populations include not only low-risk young students but also higher-risk middle-aged and elderly teachers, parents and visitors. Further, schools usually serve as community gathering sites and places of refuge during crises. What's more, by placing AEDs in schools and training (and retraining) students, in time, a whole generation of adults will be comfortable with the devices. They'll be grounded in a new response culture in which quick, effective "bystander" action is the norm, not the exception.

For parents who are grieving, the need for AEDs in schools is self-evident. "We don' t know if having one (an AED) there that night would have saved Greg," said Rachel Moyer. "But we do know that we want to make sure that no other parent will have to wonder."

Mary Newman is the Executive Director of the National Center for Early Defibrillation and is nationally recognized as an advocate, author and educator in public safety for more than 20 years. She created the "Chain of Survival" metaphor which is used worldwide to graphically show the importance of a quick and comprehensive response to victims of sudden cardiac arrest.

Leading the **CHARGE** to Help Save Lives

The National Center for Early Defibrillation



mergency physicians Vince N. Mosesso, Jr. and Paul M. Paris established the National Center for Early Defibrillation (NCED), a not-for-profit information resource center based at the University of Pittsburgh, in January 2000. NCED's mission is to foster optimal immediate care for victims of sudden cardiac arrest by providing leadership, expertise and information related to early defibrillation.

NCED advisors include noted experts Lance Becker, MD, Allan Braslow, PhD, Jim Christenson, MD, Mickey Eisenberg, MD, Keith Griffiths, Richard Lazar, Esq., Joan Mellor, Joseph Ornato, MD, and Roger White, MD. Mary Newman serves as executive director.

NCED was initiated with a major grant from The Medtronic Foundation. It has since secured funding from the Asmund S. Laerdal Foundation and five AED companies, including Medtronic Physio-Control, Laerdal Companies Worldwide, Philips Medical Systems, Zoll Medical Corporation and Cardiac Science. NCED also has received funding from several AED training organizations including the American Heart Association, the American Safety & Health Institute and EMP International/Medic First Aid. NCED is neutral with regard to defibrillation products, training and services, working collaboratively with all interested organizations having a common interest in improving survival from sudden cardiac arrest.

NCED's primary resource is its website, *www.early-defib.org*, which offers comprehensive information on sudden cardiac arrest and early defibrillation. Sections address such topics as news and events, conducting community assessments, program implementation, scientific literature, state and federal AED laws, legal liability issues, funding, medical direction, training, device options and demonstrations, model AED programs and survivor stories.

NCED Issues Forum
The LEAD Recommendations

NCED regularly hosts forums to address specific topics. In January 2001 it convened a diverse group of public safety and medical experts to review the research and experience related to the use of AEDS by law enforcement personnel. The results are a manuscript on the proceedings and a position statement in press. A practical implementation guide is in development. Included in the Guide will be detailed checklists and practical recommendations to help agencies create effective programs. For more information about these documents go to *www.early-defib.org*.

NCED also provides consultation services by phone or by e-mail and provides AED medical direction services in Western Pennsylvania.

One of NCED's key interests is to identify and address obstacles to defibrillation access. Toward that goal it regularly hosts special issue forums. Topics have included: Police AED Issues Forum (Jan. 2001); AEDs on the Golf Course: A Roundtable Discussion (May 2001); Risk Management, Insurance and AED Issues Forum (Jan. 2002). Each of these forums reflect the latest research and experience by experts in the field and are designed to stimulate dialogue, resolution and community action. Written summaries of each Forum will be available on the NCED website. ■

If you are interested in promoting access to defibrillation in your community, contact the National Center for Early Defibrillation, 200 Lothrop St., Pittsburgh, PA 15213; (toll free) 1-866-AED-INFO; info@early-defib.org.

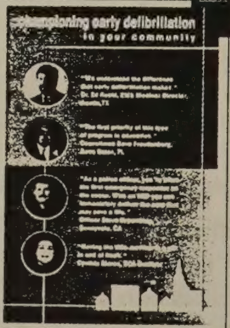
National Center for Early Defibrillation

Community Resources to Help Save Lives

For a free copy of the "Challenging Sudden Death" guidebook or "Championing Early Defibrillation in Your Community" video visit

www.early-defib.org

(One per person, while supplies last.)



The Value of Medical Oversight

Successful community AED programs come in all shapes and sizes but they generally have one thing in common: an active hands-on medical director who serves as the program's champion, planner, teacher and guardian of quality. The physician medical director is an ideal community advocate who can appeal to local decision-makers to enlist support for the AED program, emphasizing its potential life-saving impact. He or she also ensures that medical information provided to team members is accurate and up-to-date and that the response plan yields rapid, effective treatment in the case of actual emergencies. The role of the oversight physician is to:

1. Provide overall medical leadership including coordination with local public safety and EMS.
2. Develop a response plan and guidelines for responder actions.
3. Provide guidance in equipment selection and deployment.
4. Provide guidance in training and re-training of program responders.
5. Review responses to all medical emergencies and provide feedback to the responders.
6. Assume overall responsibility for all patient care activities.

Finding a Medical Director

The Medical Director often is an emergency physician or someone who has formal training in or previous experience with emergency medical services. However, physicians from other specialties, including family medicine, internal medicine, cardiology and occupational health, also can serve in this role. To find a medical director for an AED program, contact your local EMS system for recommendations. In well-designed programs, serving as a Medical Director requires a limited time commitment, but yields tremendous professional and personal benefits.

For more on Medical Direction
http://www.early-defib.org

COURT REVIEW

By Richard A. Lazar, Esq.

Liability No Barrier

AED Programs Can Reduce Legal Risk

Perceptions and fear of legal liability continue to serve unnecessarily as barriers to large-scale adoption of public access defibrillation (PAD) programs in out-of-hospital settings. I've written elsewhere about general legal standards applicable to early defibrillation. Following are some of the few early defibrillation lawsuits that have arisen in recent years. One clear lesson emerges from a review of these cases: Businesses that adopt early defibrillation programs using automated external defibrillators (AEDs) appear to reduce their risk of legal liability resulting from sudden cardiac death when compared to businesses that do not.

One important point deserves mention at the outset. In the year 2000, nearly 40,000 AEDs were sold, and the market for them appears to double about every 18 months. Notwithstanding the widespread distribution of AEDs, there are no reported instances of lay users or their employers being sued for the use of an AED. Rather, all PAD cases revolve around the failure to have or use an AED. Here are some examples.

Airlines/Theme Parks/Health Clubs

The airlines faced AED related lawsuits before any other industry. In one case, United Airlines got sued by the widow of a man who suffered sudden cardiac death on a 1995 domestic flight. The widow alleged that United was liable "because it failed to equip its aircraft with certain medical equipment, *including an automatic external defibrillator*, and because her husband would have survived if the in-flight emergency medical kit had contained such equipment." (Our italics.) The case recently settled after United unsuccessfully attempted to have the case dismissed on technical grounds.

In another case, Northwest Airlines got sued by a woman alleging her husband had died from sudden cardiac arrest because the airline failed to have a defibrillator onboard a 1995 flight. The case got dismissed because the woman could not produce an expert who would testify that the airline had a duty to carry a defibrillator at the time of the incident, an outcome not likely to occur again.

In another early case, a Florida jury found the Busch Gardens theme park company liable for the death of 13-year-old girl who had collapsed and suffered sudden cardiac death after a roller coaster ride. The jury awarded $500,000 in damages, in large part because the park failed to have an AED.

A recent target of AED litigation has been the health and fitness club industry. In one case, a tennis club got sued for failing to have an AED on-site to treat a victim of sudden cardiac arrest. Interestingly, the court held that Pennsylvania's emergency medical services laws contain "no prohibition or limitation on first-aid efforts performed by lay persons" and sent the case back to a lower court for trial. Most importantly, the court noted that the state's AED Good Samaritan immunity law makes clear "the legislature anticipated the use of AEDs by lay persons and accorded these persons immunity." Good Samaritan immunity will likely play a role if the case goes to trial.

In another recent case, Florida's "The Q Sports Club" got sued for damages resulting from failure to have an AED on-site to treat a victim of sudden cardiac arrest. The 42-year-old engineer plaintiff remains in a coma with virtually no brain function. The case settled for $2.25 million.

All of these cases support my long-held view that certain types of businesses can reduce their negligence liability exposure by adopting AED programs. The notion held by many companies that buying and deploying AEDs increases risk is not borne out in the courts. Moreover, liability risks impacting businesses that implement AED programs can be further reduced by Good Samaritan immunity laws, insurance and indemnification contracts with manufacturers. To sum up, early defibrillation programs are the right thing to do for many business and may offer lower legal risk than going without.

Lazar is a Portland, OR attorney and authority on legal, regulatory and public policy issues of public safety and the law. For references and a copy of Lazar's "Understanding AED Legal Issues" visit www.early-defib.org.

Starting an AED Program

Ten Steps To Success

Establish an AED task force: Gather all potential stakeholders up front and form a task force. At a community level, this means the EMS director, fire chief or training officer, police chief or training officer, corporate leaders, elected officials, and representatives of training organizations, civic groups, senior citizens organizations and the media.

Review laws, regulations and advisories: Federal laws and advisories, state laws and sometimes local ordinances all address AED use. All states now have AED laws. They provide immunity from legal liability, but the details vary. Some states require training by nationally recognized organizations, coordination with EMS, medical direction and record keeping; others do not. (See *www.early-defib.org* for your state law.) The federal Cardiac Arrest Survival Act (addressing AED placement in federal building) provides additional immunity. Other federal actions supporting AEDs include an FAA ruling requiring AEDs on airlines, an OSHA advisory recommending AEDs at the workplace and a GAO report regarding cardiac arrest data collection. Every device on the market has been cleared by the Federal Drug Administration (FDA) as safe and effective. The FDA requires a prescription for anyone who purchases an AED.

Conduct a needs assessment: Do you have a weak link in your Chain of Survival? No matter how strong your early defibrillation program is, its overall effectiveness can be undermined if early access, early CPR or early advanced care are not optimal. (For a complete assessment checklist, go to *early-defib.org*.)

Cultivate public awareness: Develop a public awareness campaign, particularly if funding will be needed to support the program. This involves framing the issues, developing a statement of need, promoting media coverage, lobbying local political leaders and identifying and addressing potential obstacles.

Estimate program costs: To establish an effective program, plan not only for the cost of the devices but the initial and refresher training, medical direction, program management and quality assurance, maintenance, documentation, media coverage and community-wide CPR training.

Seek funding: Sometimes the costs of programs are incorporated into agency budgets. Often, outside funding is needed. There are many sources for AED program funding. Organizations and individuals will be more likely to contribute if your task force either forms a non-profit 501(c3) organization or aligns with one, so that contributions are tax deductible.

Establish medical direction: Leadership here is essential. See story opposite page.

Select device: There are a variety of AED models on the market with additional products expected soon.

Develop a response plan: To reach the victim as quickly as possible with optimum care it's essential to develop a response plan that integrates community AED programs with the local EMS system. The plan, reviewed with the medical director, should include written policies and procedures for:

- ✔ Identification/training of the response team
- ✔ Specific roles of team members
- ✔ AED placement
- ✔ Internal/external (9-1-1) notification systems
- ✔ Response system function during operational hours
- ✔ Periodic AED drills
- ✔ Post-event review and feedback.

Conduct training: AED training takes two to four hours, including CPR instruction. Initial courses cost about $50/person. Refresher training, available through on-line programs, should be conducted every three to six months. See the AED Training Network at *www.early-defib.org* for a trainer near you. ■

AED Funding

Funds are readily available through many sources. Sometimes a simple letter or phone call does the job; other times it's helpful to use the Common Grant Application, a single proposal that can be sent to multiple grantmakers. It's wise to seek funding from multiple sources. Be patient, persistent and positive. As you develop your application, keep in mind the questions that grantmakers will be asking:

- ✔ **Does the program fit the scope of the foundation?**
- ✔ **Is there a need in the community?**
- ✔ **Is the program unique and creative?**
- ✔ **Is there a realistic budget?**
- ✔ **Can program concepts be applied elsewhere?**
- ✔ **Will the program continue at the end of the grant period?**
- ✔ **Is the organization committed to the program?**
- ✔ **Is there evidence of collaboration?**
- ✔ **Will the organization report on progress?**
- ✔ **Will the program make a difference in the community?**

Sources for AED Program Funding

1. **Local corporations and corporate foundations.** The Medtronic Heart Rescue Program (*www.medtronic.com/foundation*) provides AED training grants and the Prudential Helping Hearts Program (*www.prudential.com/community/hearts*) awards grants of $1,000 for AEDs for volunteer EMS squads.

2. **Local civic organizations.** They include:
Elks Clubs (*www.elks.org*);
Kiwanis Clubs (*www.kiwanis.org*);
Lions Clubs (*www.lions.org*);
Rotary Clubs (*www.rotary.org*).

3. **Hospital foundations:** Contact area hospital for funding opportunities and/or search the internet using "hospital AND foundations" as key words.

4. **Public charities.** See the National Directory of Grantmaking Public Charities at *www.foundationcenter.org*.

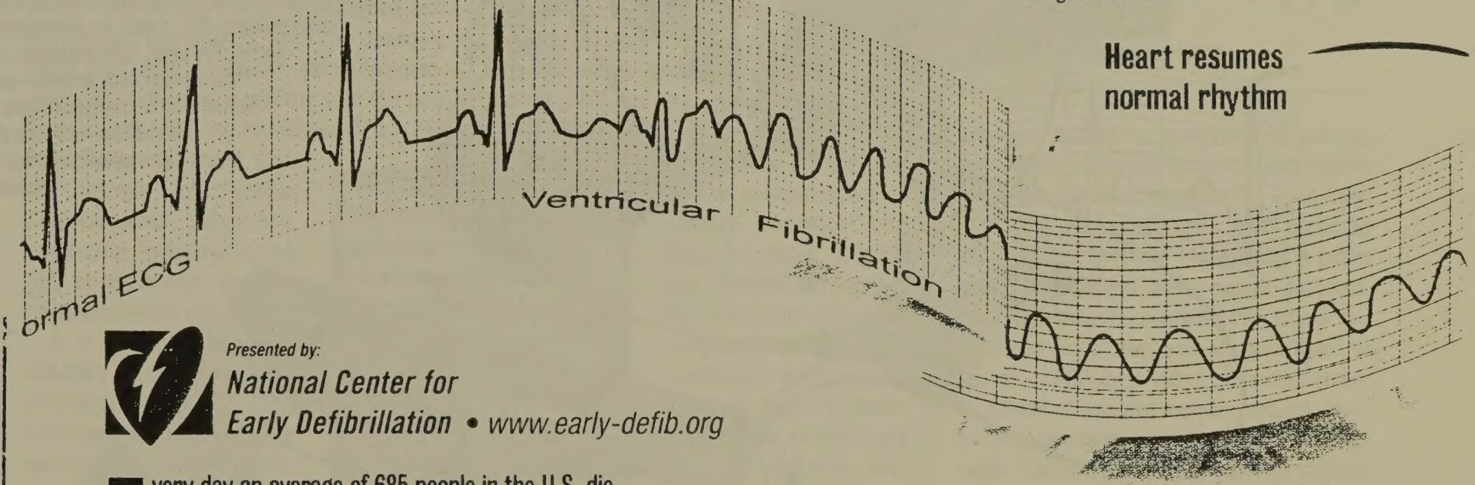
5. **Federal government grants.** Federal Rural AED Act (Authorized $25 million for rural AED programs; $12.5 million appropriated for FY 02; for info, call 301/443-0835.); S 1275 would authorize $55 million/year for five years for AED programs; HR 630/S727 would provide funding for CPR training in schools and AED training in schools with existing CPR training programs.

6. **State government grants.** Pennsylvania grants available for AED placement in schools; Texas grants available through tobacco settlement funds. Additional bills proposing AED funding have been introduced in IL, NJ, OK, PA, RI and VT. Contact your state EMS agency for opportunities in your state.

How an AED Saves a Life

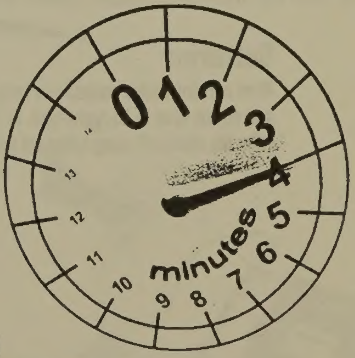
Delivering a Shock to the Heart

The AED' s internal computer can tell if the heart is in ventricular fibrillation, a treatable condition in which the heart quivers rapidly but does not pump effectively. If the heart is in a treatable rhythm, a shock is delivered. Current models deliver shocks of 150 to 360 joules of energy and can be monophasic, low-dose biphasic or escalating energy biphasic. In monophasic devices, which generally use higher energy levels, the electrical current passes through the heart once. In biphasic devices, which generally use lower energy levels, the current passes through the heart twice.



Presented by:
National Center for Early Defibrillation • *www.early-defib.org*

Every day an average of 685 people in the U.S. die from sudden cardiac arrest (SCA), according to current statistics gathered by the American Heart Association. Many of those deaths could be prevented if the heart could be shocked and returned to a normal heartbeat. The key is to quickly get a device that can deliver the shock to the patient–every minute that passes reduces the chance for survival. The AED was developed to expand the potential pool of rescuers beyond medical professionals, to include public safety providers and lay citizens, so that victims are more likely to receive timely treatment.



A Race Against Time

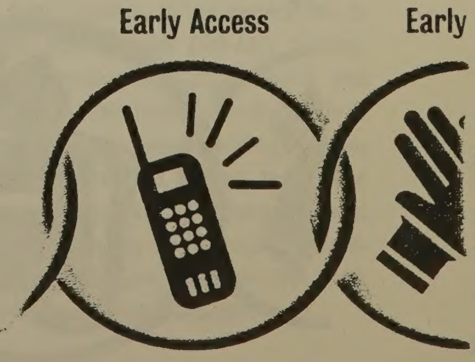
When someone collapses from sudden cardiac arrest (SCA), damage to the brain and vital organs occurs in as little as four minutes if untreated. SCA occurs when a person's heart unexpectedly stops pumping blood. The heart can stop for a variety of reasons but most commonly it is due to a blockage in one of the blood vessels that supplies the heart itself. Often the heart does not stop completely but goes into ventricular fibrillation, in which the heart quivers rapidly but does not pump blood effectively. A shock from an AED can reverse this condition and prevent permanent damage and death if it is delivered in the first few minutes after collapse.

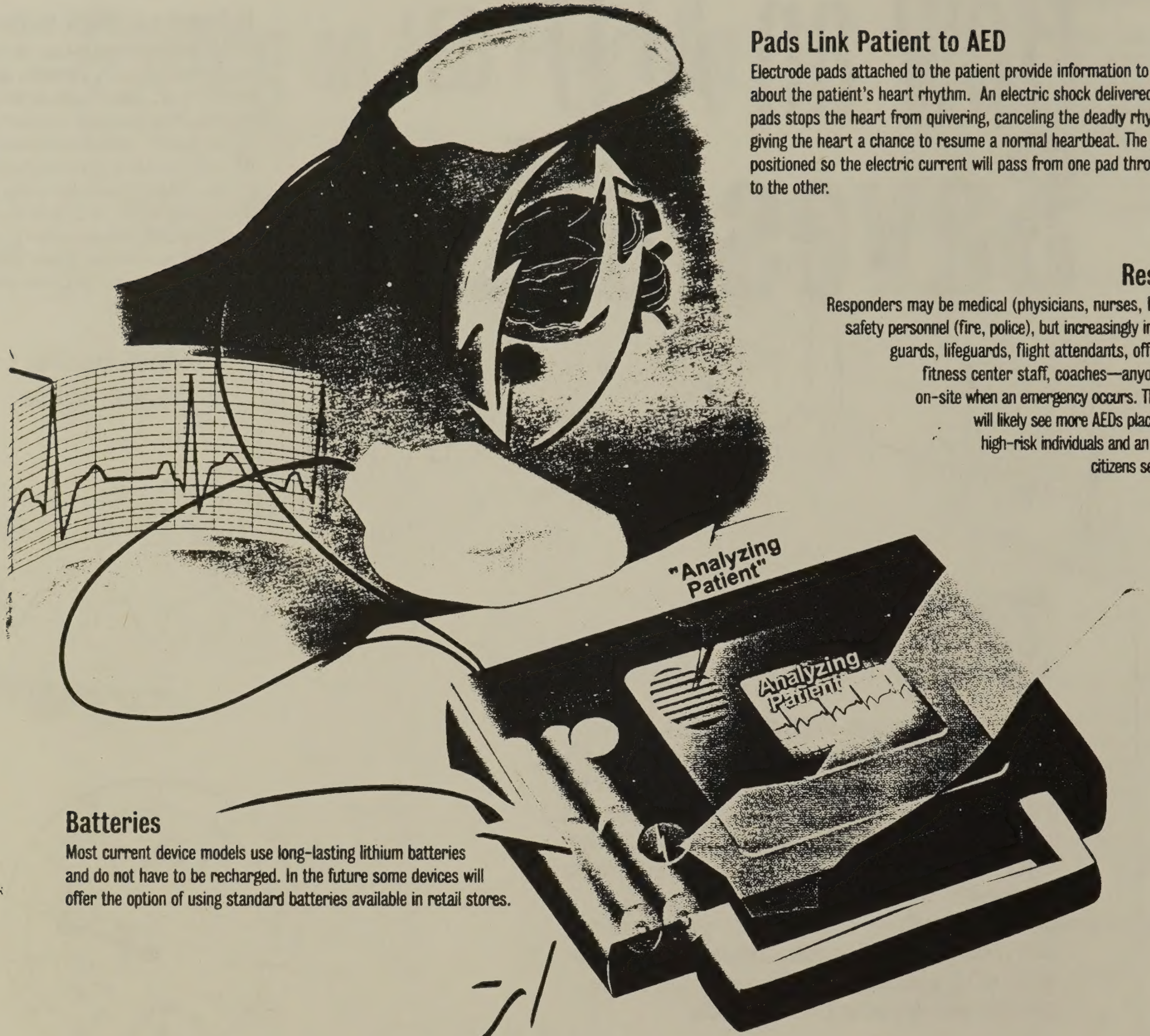
The Chain of Survival

To increase the chances of resuscitation, a system of care called the Chain of Survival must be in place, so that the following actions occur as quickly as possible:

• early access (call 911) • early CPR • early defibrillation • early advanced care

Early defibrillation is the key factor associated with increased survival rates. AEDs were created to strengthen this link in the chain and have been shown to be remarkably effective, with survival rates as high as 45 percent. Currently, the American Heart Association estimates 250,000 people suffer SCA each year in the United States. Only seven percent survive. If communities could achieve a 20 percent survival rate, as many as 50,000 lives could be saved each year.





Pads Link Patient to AED

Electrode pads attached to the patient provide information to the device about the patient's heart rhythm. An electric shock delivered through the pads stops the heart from quivering, canceling the deadly rhythm and giving the heart a chance to resume a normal heartbeat. The pads are positioned so the electric current will pass from one pad through the heart to the other.

Responders

Responders may be medical (physicians, nurses, EMS) or public safety personnel (fire, police), but increasingly include security guards, lifeguards, flight attendants, office personnel, fitness center staff, coaches—anyone likely to be on-site when an emergency occurs. The next decade will likely see more AEDs placed in homes of high-risk individuals and an increase in lay citizens seeking training.

Batteries

Most current device models use long-lasting lithium batteries and do not have to be recharged. In the future some devices will offer the option of using standard batteries available in retail stores.

The Device

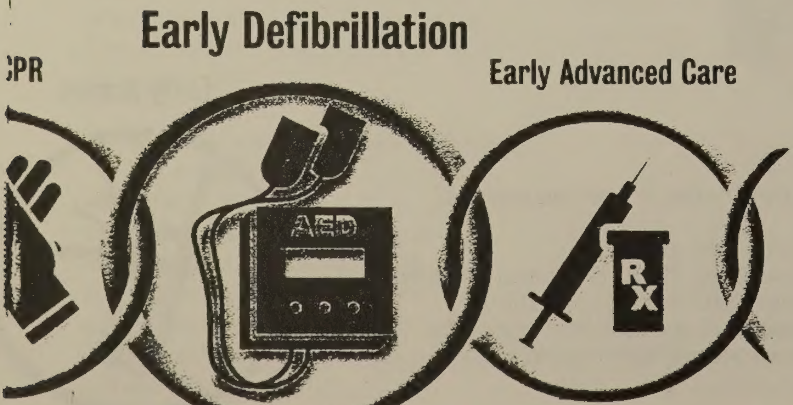
A variety of manufacturers produce devices, all of which must receive FDA clearance before being sold. They are designed to be rugged, portable, reliable and simple to use. About the size a laptop computer, a typical device weighs less than seven pounds. All models have voice prompts that provide step-by-step instructions when the device is turned on. Some devices have visual displays designed to assist in coaching the user. Currently, devices cost about $3,500 for a single unit. Costs are expected to decrease as the use of AEDs becomes more widespread and expands into the consumer market.

Using an AED

If the victim is not showing signs of life, the responder:

1) Attaches the electrode pads to the victim's chest.
2) Presses the analyze button or allows the device to analyze automatically.
3) Presses the shock button if advised.

Sometimes victims do not need to be shocked but do need CPR. It's important to undergo AED training to understand when to use the AED and when and how to provide CPR.

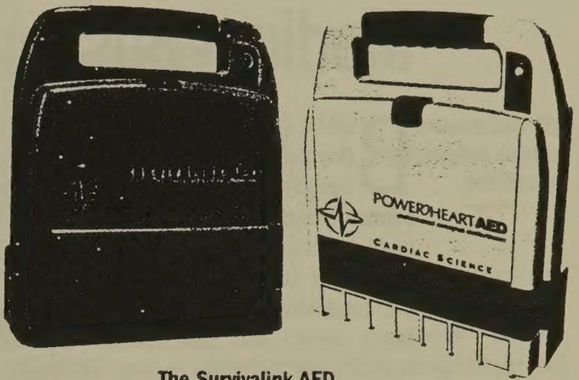


Training

AEDs are simple, safe and effective—and easy to use with a minimum of training. Two to four hour training programs are provided by organizations such as the American Heart Association, the American Safety and Health Institute, the American Red Cross, EMP International/Medic First Aid and the National Safety Council. The programs teach students how to recognize the signs of sudden cardiac arrest, the importance of quickly calling 911 to access the emergency medical system, how to do CPR (cardiopulmonary resuscitation), and how to operate the AED and care for the patient until professional help arrives.

Illustration by Wainwright Media.
For more information about this illustration contact
the National Center for Early Defibrillation at 1-866-AED-INFO or
info@early-defib.org.

Cardiac Science Inc.



The Survivalink AED and the new Powerheart AED

Cardiac Science, Inc. (Nasdaq NM:DFIB) is a public US company that develops, manufactures and markets unique lifesaving bedside cardiac monitor-defibrillator devices, AEDs, and proprietary disposable defibrillator electrodes that monitor and automatically treat patients who suffer life-threatening heart rhythms in hospitals and public areas. The merger of Cardiac Science and Survivalink Corporation, with its biphasic AEDs, will create innovations across the combined product lines, beginning with the new Powerheart® AED. The Powerheart AED is the first product to come from the merger of Cardiac Science and Survivalink, combining industry-leading AED expertise with advanced cardiac software algorithms.

It is estimated that Survivalink's AEDs have saved more than 3,700 lives. They are installed in police and fire vehicles, companies, buildings, public areas, and airports throughout the world.

The Survivalink® AED incorporates an escalating, variable energy biphasic waveform, demonstrating 100 percent effectiveness in clinical trials. It is the only AED with patented, one-button operation and pre-connected, interchangeable electrodes, making it the easiest AED to use. Its patented RescueReady® feature also makes the Survivalink AED the most reliable and safest AED on the market today. The RescueReady feature ensures that the battery, circuitry and pre-connected electrodes are in working condition and ready for action. It is the only AED with this capability, ensuring first-time, every-time reliability and confidence when treating someone in cardiac arrest.

The new Powerheart AED is the only AED designed for people exhibiting symptoms of sudden cardiac arrest. It provides continuous monitoring of patients both before and after cardiac arrest, making earlier intervention possible. The Powerheart AED and its proprietary and patented RHYTHMx™ analysis algorithm offers advanced features never before available. This algorithm is designed to follow the American Heart Association's guidelines for use of an AED on a victim of cardiac arrest. Its advanced features include medical director programmable detection rates, synchronized cardioversion, and non-committed shock, making RHYTHMx effective, safe and the most robust algorithm on the market today.

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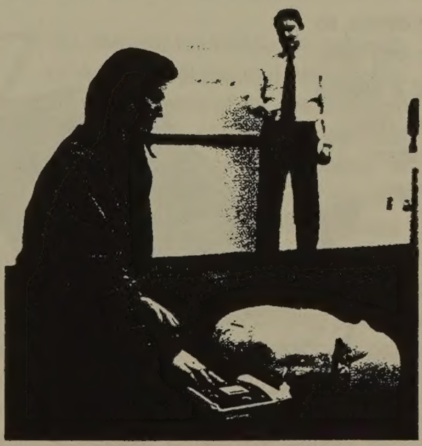
🖱 **Web site:**
www.cardiacscience.com

Laerdal Medical Corporation



The AED Trainer 2 acts like the Heartstart® FR2 defibrillator. The AED Little Anne™ Manikin acts like the patient. Together they allow students to practice AED scenarios without compromise.

Recognized as a global leader in the emergency care community, Laerdal Medical has been a leading manufacturer and provider of basic and advanced life support training solutions and emergency medical equipment for more than 40 years. Over that time, Laerdal's Resusci® Anne and her family of training manikins have come to be recognized throughout the world and have helped train more than 200,000,000 potential responders in the lifesaving skills of CPR.

As the growth in Public Access Defibrillation creates an increasing need for innovative and effective approaches to train and re-train the many new CPR-D responders, Laerdal continues its legacy as an innovative and high-quality manufacturer with the AED Little Anne™ Training System. The Laerdal AED Trainer 2 with remote control, combined with the AED Little Anne manikin, is the perfect link to realistic, cost-effective CPR-AED training. Now first responders, organizations and communities can learn defibrillation in a realistic, scenario-based training environment that allows the student to practice automated external defibrillation without compromise. In this way, Laerdal's commitment to Helping Save Lives and the Chain of Survival grows even stronger.

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🖱 **Web site:**
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busdev@Laerdal.com

Medical Research Laboratories, Inc.

Buffalo Grove, Illinois based MRL, Inc. (Medical Research Laboratories, Inc.) designs, manufactures and markets sophisticated stand-alone defibrillators, multi-parameter defibrillator / monitors and automated external defibrillators (AED) for the treatment of cardiopulmonary emergency events and SCA (sudden cardiac arrest), a leading cause of death worldwide. Since MRL's first defibrillator was released to market more than 30 years ago, MRL defibrillators have been used to save countless lives worldwide. Advanced defibrillation technologies and intuitive designs help make MRL "the first choice in resuscitation solutions." All the features of the LifeQuest AED are essential for emergency resuscitation and in "Leading The Quest For Survival."

When a life is on the line many turn to the MRL LifeQuest™ AED to deliver lifesaving performance - simply and dependably. The advanced MRL LifeQuest AED takes the guesswork and worry out of the event by providing very simple operation. Simplicity combined with concise voice prompts and a large, easy-to-view display are there to guide you throughout the event.

MRL LifeQuest Automated External Defibrillator features:

1) Simple operation for quick response and "no-hesitation" resuscitation; 2) Fast charge for immediate response; 3) Compact, Lightweight, Design - only 4.5 pounds. LifeQuest is one of the lightest AEDs available; 4) Automated self-checks and battery status indicator; 5) Direct connect to most commercial printers without the need for dedicated software; 6) Field Upgradeable - helping to reduce cost of ownership; 7) Seamless Data Transfer to the MRL PIC, MRL PIC Rescuer or SmartView Data Management System; 8) Optional Monitoring and Manual Defibrillation capabilities for advanced users

The LifeQuest AED is part of a complete "MRL AED Solution" which provides all the critical components needed for successful implementation of a PAD (public access defibrillation) program. From medical direction, legal indemnification, site selection, AED maintenance, training from a nationally accredited organization, integration with emergency medical services and the like, the program is designed to take the worry out of implementing the program. With MRL, "You Can Save A Life."™

ANALYZING PADS
STAND BACK
1
2
3
MRL
LIFEQUEST
Power Stick

The LifeQuest™ AED

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Web site:
www.aedsolutions.com
www.mrlinc.com

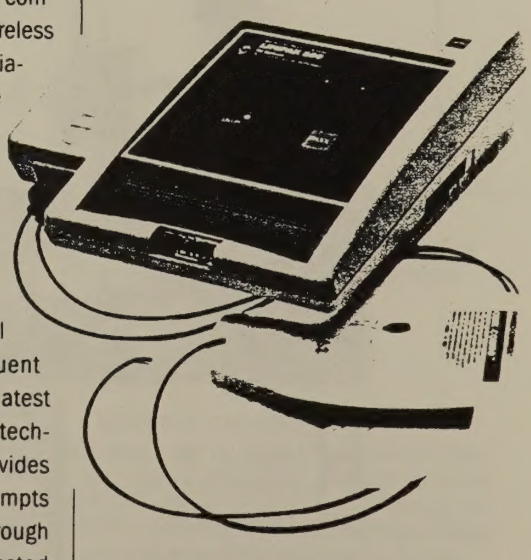
Medtronic Physio-Control

Nearly 50 years ago Physio-Control pioneered the defibrillation technology that offers hope for the hundreds of thousands of people who experience sudden cardiac arrest each year. Hospitals, emergency medical services, targeted responders, and other trained providers rely on our LIFEPAK® products every day, in the most critical cardiac emergencies and the toughest situations.

Physio-Control joined forces with Medtronic, Inc. in 1998. Medtronic, the world leader in medical technology, provides lifelong solutions for chronic conditions such as heart disease, neurological disorders and vascular illness. One major product, the implantable defibrillator, helps protect patients from future cardiac events, enabling them to return to active and rewarding lives.

Many of our customers want a total, scalable and customizable solution, not just a device, so we offer a full range of services and complementary products that uphold a tireless commitment to quality, innovation, reliability and service. Because we share one passion with our customers—saving more lives.

The LIFEPAK® 500 automated external defibrillator is designed for use by first responders to cardiac emergencies. Intuitive operation makes it the ideal product for infrequent users. Offering the latest ADAPTIV™ biphasic technology, the 500 provides voice and visual prompts that guide users through operation. Preconnected QUIK-COMBO™ disposable defibrillation electrodes help save valuable time on-scene, and are compatible with the LIFEPAK products used by many U.S. emergency medical services. At only seven poun[illegible] the LIFEPAK 500 AED is extremely portable. Automatic self-testing and an always-visible readiness display help ensure the device is ready to go.



LIFEPAK® 500 AED

Bob Stanbary, Heart Safe Communities
Bill Pratt, Law Enforcement
Medtronic Physio-Control
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98073-9706 USA
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Fax: 425/867-4121

Web site:
www.physiocontrol.com

Philips Medical Systems

Philips Medical Systems delivers a robust portfolio of medical systems for faster and more accurate diagnosis and treatment, including best-in-class technologies in general imaging and cardiac ultrasound, X-ray, CT, MR, nuclear medicine, catheterization labs, patient monitoring and resuscitation, as well as information technology solutions that address your needs in a wide variety of clinical domains.

Philips Medical Systems is a customer-centric organization comprised of 17,600 people, 12 manufacturing sites, sales and service operations in 63 countries, and representatives serving more than 100 countries, to meet the product, service, educational and financial needs of its customers world-wide.

Philips resuscitation products, from our multi-function manual defibrillators to our easy-to-use AEDs, are designed and manufactured to enable caregivers to administer the best available treatment easily and effectively.

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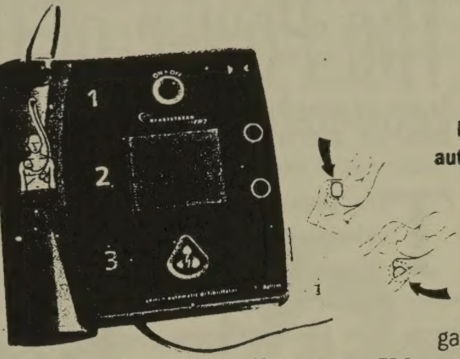

Heartstream FR2 automated external defibrillator

As breakthroughs in defibrillator technology, along with heightened public awareness of the prevalence of sudden cardiac arrest, broaden the demand for defibrillators by non-traditional users such as citizen responders, we respond with expert service and support. For example, Philips facilitates the efforts of those individuals and organizations planning and implementing Public Access Defibrillation (PAD) and Community Early Defibrillation programs so that emergency cardiac care is readily available in the places where we work, live and play. Our clinical specialists and consultants have helped launch several community programs, placing AEDs in office buildings, shopping malls, sports and recreation facilities, transportation terminals, and in the vehicles of public safety providers.

Running on a maintenance-free lithium manganese battery, Heartstream FR2 is designed for long life and high-volume use. This lightweight, rugged and easy-to-use AED enables police officers, firefighters, EMS providers, and trained citizen responders to quickly begin treatment upon reaching an SCA victim. On-screen text prompts and easy to follow voice prompts guide caregivers through Heartstream FR2's intuitive 1-2-3 operation. The FR2 features Philips' patented SMART™ Biphasic waveform and the SMART Analysis™ system, which determines if a shock is required and protects against inappropriate shock delivery. The FR2 is also the first AED to be cleared for use on adults and children of any age. The FR2's pediatric defibrillation pads reduce the AED's delivered shock from 150 to 50 joules, and can be safely applied to infants and children.

Zoll Medical Corporation

ZOLL Medical manufactures automated and manual external defibrillators for all segments of the resuscitation market. Founded in 1982 by the late Paul M. Zoll MD, Professor of Medicine at Harvard University and "father of modern cardiac electrophysiology," the organization has rapidly grown to become one of the leading companies in the area of defibrillation and external cardiac pacing. Its products are used by health care professionals and other emergency care responders throughout the world. Current sales exceed $100 million dollars and ZOLL employs more than 400 individuals in research, development, production, sales, marketing and support. It was recently named one of America's 100 Fastest Growing Companies by Forbes Magazine.

ZOLL has designed and manufactured automated external defibrillators since 1995 focusing on combined manual and automated devices for physicians, nurses, paramedics and EMTs. In 1999 the company completed development and began sales of a unique new low energy rectilinear biphasic waveform in its devices. This new waveform is the only biphasic waveform with FDA approved superiority claims over conventional monophasic waveforms. It has demonstrated superior performance in high impedance patients in ventricular fibrillation, defibrillating some patients at low energies that monophasic devices were unable to convert with outputs as high as 360 joules. Recently the company announced development of a new automated external defibrillator, AED Plus™, specifically designed for the infrequent user, first responder and public access programs. The device provides a graphical interface incorporating all aspects of a rescue, a simplified one piece electrode, feedback on CPR rate and compression depth, and operates from consumer lithium batteries. FDA 510K clearance is expected in early 2002.

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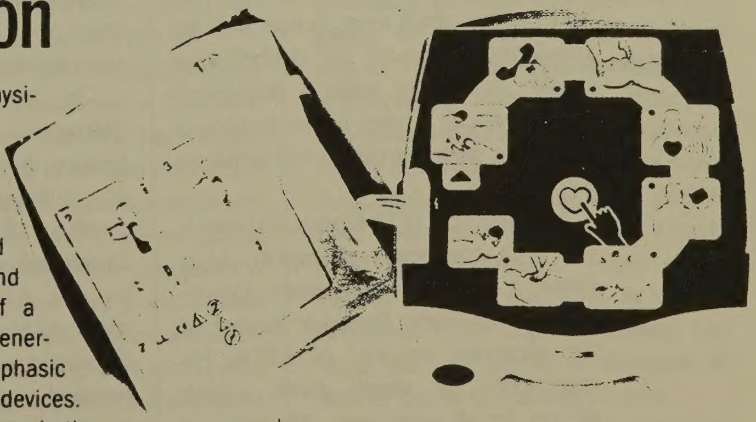


The new Zoll AED Plus (pending FDA clearance)

By Keith Griffiths

The Power of One

Leadership through Passion, Persistence

The photos of 24 survivors of sudden cardiac arrest grace the cover of this special supplement. Their life—and death—stories are as rich and varied as the people who saved them: Chief Lee Donohue, 57, of the Honolulu Police Department, saved by his own officers after championing AEDs for his department; Sean Morley, 13, saved by the quick presence of the Deerfield, Illinois Police Department, after his heart stopped when a baseball struck his chest; Christine Hammond, 53, saved because of a remarkable program that uses security personnel at Bally's Casino in Las Vegas. They represent the fortunate seven percent, the current national average for survival from sudden cardiac arrest. The Chain of Survival in their communities was strong, with early defibrillation quickly available. But statistics reveal that for every survivor pictured on the cover there are 15 people who were not saved, 15 families who mourn. What will it take to reach more victims with the life-saving treatment of defibrillation quickly enough to make a difference? Sometimes, all it takes is one person—a passionate, persistent person—to transform a community.

Jay Frederick, of Columbus, Indiana, is one such community champion. As a detective with the Bartholomew County Sheriff Department Frederick learned of the lifesaving potential of AEDs. He approached the sheriff about getting devices for all patrol cars. "He said if I could get the funding, I should just go for it," said Frederick, and so he did. He approached leaders from the police department, sheriff department, fire department and the hospital-based ambulance service to form a community action task force. "It was easy to get their support," said Frederick. "Once you know what AEDs can do, it's kind of hard to think it's a bad idea." They formed a non-profit organization, Bartholomew County (BC) HeartSavers, Inc., making donations tax deductible, critical for fundraising. They launched a website (*www.bcheartsavers.org*.) along with a PR campaign which gained extensive media coverage.

A widow presented the first donation, explaining she didn't have much, but wanted to contribute to a cause she considered important. It was followed by generous donations from local civic organizations, area residents and businesses. In two years the group raised $100,000, enough to train 61 deputies and equip all road patrolmen, seven volunteer fire departments and the town marshall.

On November 1, 2000, Wayne Fleetwood, 56, pictured on our cover, became the first save from the program, after collapsing in his home. Sgt. T.A. Smith, an 18-year veteran of the BC Sheriff Department, was first on the scene and used his new AED to deliver the lifesaving shock. As his wife and daughter looked on, Fleetwood regained consciousness. When paramedics arrived, he was alert and talking. Just days later he went home from the hospital.

continued next page

"Community AED Champions" Forum Debuts

September 2002 Event to Feature Best Practices in Implementation

The National Center for Early Defibrillation in cooperation with the Citizen CPR Foundation is sponsoring a special forum highlighting the work of early defibrillation champions in the community, to be held on September 5th at a pre-conference workshop prior to the Emergency Cardiovascular Care Update in Washington, D.C. The event will feature "best practices" from community programs and provide a forum for AED advocates to share tips for success. There will be presentations from selected model programs and NCED will present awards for "Achieving Excellence in AED Response." For more information on attending, presenting or award nominations see *www.early-defib.org* or call 1-866-AED-INFO. Information on the ECCU conference September 5th-8th, sponsored by the Citizen CPR Foundation, can be found at *www.citizencpr.org*.

Project Heartbeat

One-Stop Shopping in San Diego

A highly publicized save on the golf course at La Jolla Country Club in San Diego in March 2001 sent the message home that AEDs save lives. It came just nine months after the club purchased a device and trained several staffers. The 75-year-old patient fully recovered and in a bit of understatement his wife told the local newspaper that the purchase of the AED was "well worth the investment."

Paramedic Kevin Lyon of the San Diego Fire and Life Safety Service agrees. He's a vigorous champion of the AED effort here and his informal role just became official. He was recently made Public Access Defibrillation Coordinator for Project Heartbeat, the community AED consortium that represents the San Diego Fire Department, Rural Metro Ambulance Service, the city, the county and the AHA. Project Heartbeat negotiated a marketing agreement with Cardiac Science Inc, a defibrillator manufacturer, allowing users to purchase a device at a highly discounted price. In addition, the manufacturer also agreed to provide $100,000 in funding to help pay for Lyon's position and to support the marketing arm of the consortium, called the Metropolitan Marketing Partnership Program. Now any group in San Diego County that wants an AED, training and medical direction can come to them for one-stop shopping. Lyon estimates that each AED unit, including training, would have cost $3,500. Purchases through Metropolitan Marketing brings that cost down to $2,140. "Plus," says Lyon, "Once 225 units are purchased, $100 from each additional unit sold goes back to Project Heartbeat to offset training costs."

Their goal is to raise $650,000 to establish programs in city buildings and business centers. One city councilman allocated $100,000 from funds he controls to purchase 40 units for parks, libraries, senior centers and public pools (and challenged other council members to do the same). The San Diego County Supervisors gave $250,000 from tobacco funds to purchase 100 units for public health buildings, county courts, and selected parks/recreation and library buildings. With full implementation, Lyon estimates 200 lives a year could be saved in San Diego County alone.

So how does a community start an AED program? Lyon notes three basics: Make sure your training component is sound, communicate your goals to the high volume areas that would directly benefit from the program, get local government involved, for funding and for their blessings. Of course, it helps to have a champion like Lyon lead the way.

To get more information about San Diego's program, you can reach Lyon at 619/533-3439 or 619/232-2237 (pager ID# 1329) or kgl@sandiego.gov

Deployment Guide

Where's the best spot to place an AED? The National Center for Early Defibrillation created a comprehensive and practical guide. Here's a summary:

Are some locations at higher risk?
The on-going multi-site clinical trial called the Public Access to Defibrillation Study is designed to provide this answer. In the meantime, research indicates SCA occurs most often in the home–thus, the increasing interest in AED placement in the homes of high-risk individuals. When SCA occurs in public places, it is often a singular, isolated event, making it difficult to predict types of high-risk locations and supporting a focus on first responder defibrillation. Despite this, research shows a higher incidence in airports, golf courses, gyms, private businesses, large industrial sites or shopping malls, sports events, nursing homes and other places where high-risk people gather or live.

Should AEDs be placed at this site?
If you can answer "yes" to one or more of the questions below, an on-site program should be strongly considered:

1) Is it unlikely that the existing EMS system would be able to reliably achieve a "call-to-shock" interval of five minutes or less at this site?

2) Has an SCA incident occurred at this site in the past five years and have the demographics of the population served by this site remained constant?

3) Do 10,000 or more persons regularly gather at this location?

4) Does this site have a large concentration of persons over 50 years old?

5) Is there a high probability of SCA at this site? (See formula at *www.early-defib.org*.)

Where at the site is the ideal spot?
AEDs should be placed in easily accessible, well-marked locations, near telephones, fire extinguishers, exits, elevator or on the wall in a front lobby. Consider using mobile units (e.g., golf carts) when available. Ideally, AEDs should be located so that the response interval (time from collapse to arrival of the AED) is no more than three minutes and the call-to-shock interval (the time it takes responders to be notified, access the device, reach the victim, apply the electrodes and deliver the first shock) is no more than five minutes.

Is AED placement enough?
No. It's critical to identify a medical director, coordinate with local EMS, develop an on-site AED response plan, train designated responders and conduct periodic AED response drills.

To Download the Complete Guide:
http://www.early-defib.org

Kansas City Aspires to be Nation's Model

Marcia McCoy, Community Coordinator with the Mid America Heart Institute, working with David M. Steinhaus, MD, launched a comprehensive AED program after a community assessment showed 96 percent of those surveyed did not understand the treatment options for sudden cardiac arrest. With initial funding provided by a grant from The Medtronic Foundation, she worked hard to build consensus for an AED program, drawing support from business leaders, the mayor, the media and EMS. Her vision is no less than to make her city's "Heart Safe Community" program a model for the nation. Her recommendations to other aspiring champions:

✓ First explore the legal and political climate; address potential obstacles as you identify and cultivate key relationships.

✓ Spend the time to educate all team members-building and energizing the internal team is key.

✓ Be creative in seeking funding opportunities.

✓ Build public awareness; one way to draw attention is to donate an AED in a media event involving political leaders.

For more information on Kansas City's program, you can reach Marcia McCoy at the Mid America Heart Institute at 816/932-5784; email: mmccoy@saintlukes.org.

Champions McCoy (right) and Dr. Steinhaus

The Power of One

continued from s-13

Like most community champions, Frederick does not like to be singled out and is quick to credit others. Frederick, now with the Columbus Police Department and a volunteer firefighter, says the rewards for his efforts come from seeing survivors able to enjoy the small pleasures of life, like the time he was invited to the Fleetwood home for cake and ice cream—on the one-year anniversary of Wayne's new life.

There are many such community champions...**Dr. Leon Anderson** in Lancaster, Pennsylvania, who overcame initial skepticism among police in his area ("we're not doctors") to launch a highly successful and popular program there...**Vincent Jones, III**, emergency management coordinator in Atlantic County, New Jersey, who worked with a variety of police, medical and political partners to train more than 1,110 police officers in the use of AEDs and provide at no cost two defibrillators for every patrol unit in their county...**Dr. Ed Racht**, EMS Director in Austin, Texas who promoted the use of AEDs and already has seen four saves at the airport there, (including his colleague Gary Terry–pictured on the cover–former chair of the Texas Affiliate of the American Heart Association, who worked for the placement of AEDs in public places in Texas)...**Susie Martenson, RN** and **Dr. Pat Tinker**, a cardiologist with the BlueStem Medical Clinic, who created one of the earliest public access programs in Bartlesville, Oklahoma...**Wayne Currie**, who's taken AED implementation to new levels with an innovative neighborhood watch program in Windsor, Ontario... **Scott Ben** and **Chief Lamonte Wilson**, who led efforts for AED placement at Pittsburgh International Airport and saw the program produce two saves within three months of deployment...**Dr. David Persse**, EMS director, in Houston, a persistent champion for integrating the community's AED program with the EMS system...**Dr. Randall Wolff** of Palm Beach County Florida, whose passion resulted in AEDs throughout his community and in one third of the high schools there...**Richard Hardman**, PhD, EMT-P, EMS coordinator for the Clark County (NV) Fire Department, whose efforts resulted in AED placement in casinos throughout Clark County, including Las Vegas, and the training of thousands of security guards with dozens of saves.

This list goes on—and continues to grow. New champions are emerging every day to find new ways to spread a simple message: Sudden cardiac arrest kills far too many. There is a simple cure. Let us tell you about AEDs. ■

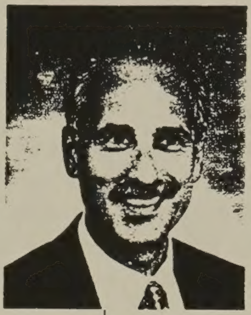
Keith Griffiths is the founding editor of JEMS (Journal of Emergency Medical Services) and has been an observer of the emergency care scene for 25 years. He is a senior partner with KGB Media, LLC, a public safety consulting and publishing firm and serves as advisor on several boards, including the National Academies of Emergency Dispatch and the National Center for Early Defibrillation. Mary Newman and Rick Minerd contributed to this report.

THE NEXT FRONTIER

By Paul Paris, MD

Pushing the Envelope to Save More Lives

From Pantridge to Smith, Jones and *You*



In 1967 in Belfast, Northern Ireland, Dr. Frank Pantridge became the first to show that victims of sudden cardiac death could be successfully resuscitated outside of the hospital environment. He did so by initiating a unique program that sent an ambulance staffed with a resuscitation team to the scene of those suffering chest pain. An AC defibrillator, powered by two 12-volt car batteries using a converted static inverter, weighed 150 pounds and was mounted in the ambulance. The first ten patients suffering cardiac arrest while in this experimental vehicle were all successfully resuscitated. As the project continued and greater numbers were available for study, the Belfast investigators took note that the time it took from onset of cardiac arrest to first defibrillation attempt was the single most significant factor in determining a successful resuscitation.

The innovative Belfast program was the catalyst for the development of ALS systems throughout the United States. But despite this legacy, over the past three decades EMS systems have struggled to optimize sudden cardiac arrest survival rates. The national average remains well below ten percent and in many large cities below two percent. The advent of automatic defibrillators provided a potential solution. The new technology allowed defibrillation to be performed by a wide variety of individuals with diverse backgrounds and training. First EMT-Ps, then firefighters and now police have all have shown they can improve sudden cardiac arrest survival rates using well-designed systems. More recently, improved survival rates on airlines and in casinos demonstrate that non-traditional responders can be effective. All the successful programs reconfirm Pantridge's original observation: *time to defibrillation is the most important factor in improving save rates.*

What's next? Since the majority of cardiac arrests occur in the home, the obvious new frontier is home defibrillation. As defibrillators become smaller, less expensive and even easier to use, the once futuristic idea of having defibrillators as common as fire extinguishers is no longer idle fancy.

The initial programs in home defibrillation actually began more than 15 years ago. In 1985 Mickey Eisenberg, MD, PhD, renowned researcher from the University of Washington, wrote an editorial "Automatic External Defibrillation: Bringing It Home." In this editorial and a subsequent one published in 2000, he raised many insightful questions. He concluded his 1985 editorial by asking "Will this sort of defibrillation be in the hands of everyone, or will only a few wield its power?" Small, easy-to-use automatic defibrillators will soon rival the cost of home computers. And just as it becomes increasingly rare to find a household without a computer, eventually it may be equally difficult to find a household that does not consider a defibrillator a basic first-aid tool—no less important than a smoke detector or fire extinguisher.

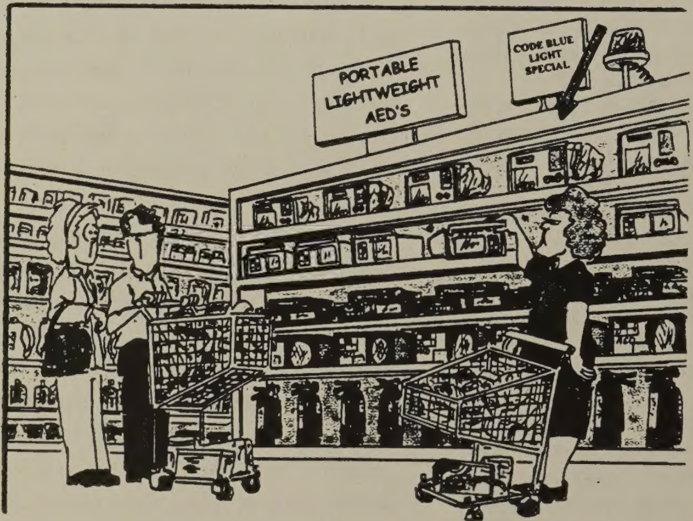


ILLUSTRATION STEVE BERRY

We know with certainty that defibrillators save lives when properly applied soon after the onset of ventricular fibrillation. There are still important academic questions to be answered with evidence-based research: What is the cost-benefit ratio compared to other health interventions? How do we optimize training, education, and continuing education? What locations and methods of deployment bring the greatest benefits at the lowest cost?

But with or without additional research, market forces and media attention are already prompting adoption of this new, exciting technology. Individuals can now buy a defibrillator online and they will soon become available at your local discount store. Commercial messages espousing their value are starting to appear in targeted mar[illegible] and will begin to prolife[illegible] particularly as the emergence of less expensive units make personal defibrillators an affordable option. It's conceivable that many individuals will own their own defibrillator before these devices become routinely available at shopping malls, restaurants, churches, physicians' offices, health clubs, golf courses and other high-risk locations. While academic issues are debated, the next frontier is clear. What started from the ideas of Pantridge will soon be adopted by the Smiths, the Joneses—and perhaps you. ■

As teacher, researcher, author and clinician, Dr. Paris has set the precedent for advancing emergency medicine through research, education, quality patient care and administrative leadership. He is the Chairman of the Department of Emergency Medicine, University of Pittsburgh School of Medicine.

For the references to this article, NCED's position paper on home defibrillation and a report on a recent panel discussion on the topic featuring top experts in the field, visit www.early-defib.org.

The Life You Save ...

Supported by educational grants from the following companies

CARDIAC SCIENCE
SURVIVALINK AED

Medtronic
PHYSIO-CONTROL

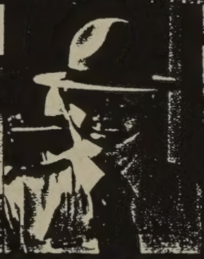
Laerdal
helping save lives

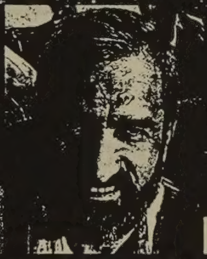
PHILIPS
Let's make things better.

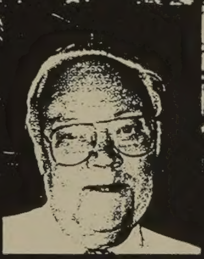
MRL
The First Choice in Resuscitation Solutions

ZOLL

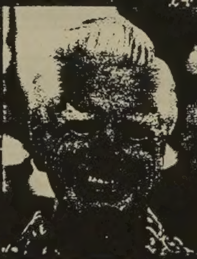
Police LT. Mark Vollmar, 45
Saved January 31, 1998
On public street
Delaware County (IN)
Sheriff Department


Trooper John Lanham, 31
Saved July 3, 2001
At police barracks
Greensberg (PA)
Pennsylvania State Police


Abdulwahab Mohamad, 48
Saved July 17, 2000
At fitness center
Bartlesville (OK)
Phillips Petroleum AED Team


Rollin McClanahan, 76
Saved July 8, 1998
In restaurant
Shelby County (IN)
EMS

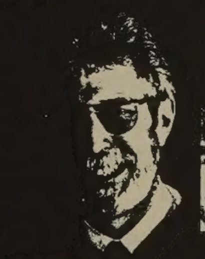
Cynthia Morris, 36
Saved January 4, 1999
At local home store
Austin (TX)
EMS

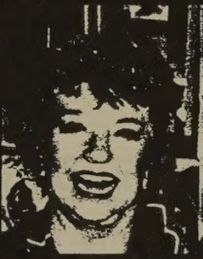

Donald McQuinn, 71
Saved Labor Day, 1998
At swimming pool
Maui (HI)
Sheriff Department

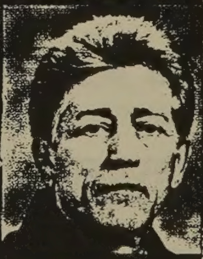
Dolores Lamana, 70
Saved April 5, 1993
At home
Baldwin Borough (PA)
Police Department

Gary Terry, 54
Saved March 19, 2001
At Austin (TX) Bergstrom
International Airport
Airport security

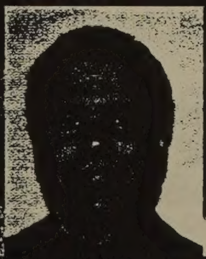
John Delorso, 67
Saved May 28, 2001
On public street
Chartiers Township (PA)
Police department

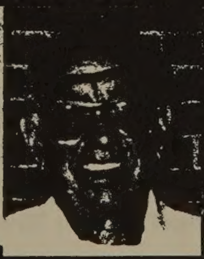

Henry Sibbing, 57
Saved January 24, 2001
In student union building
University of Wisconsin
(Whitewater) Campus Police


Barbara Tibbitts, 71
Saved November 22, 1999
In parking lot
Sun City West (AZ)
EMS


Terry Artman, 54
Saved November 6, 2001
At school
Glenbard High School (IL)
AED response team

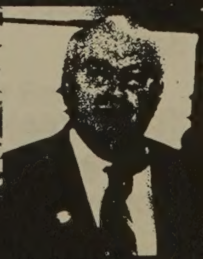
Wayne Fleetwood, 56
Saved November 1, 2000
At home
Batholomew County (IN)
Sheriff Department


James Seder, MD, 51
Saved January 14, 1994
At health club
Westborough (MA)
Fire Department


Joe Meyer, 72
Saved February 26, 2001
In municipal building
Adams Township (PA)
Police Department

Julie Lycksell, 52
Saved February 6, 1998
At restaurant
Suffolk County (NY)
Police Department

Sebastian Hiltzig, 29
Saved October 20, 1996
At health club
Los Angeles (CA)
F.D. Rescue (Venice)


H. Woodruff Turner, 62
Saved June 1999
While fighting house fire
(volunteer firefighter)
Foxwall (PA) EMS

APPENDIX C

CITY OF HAMILTON

HUMAN RESOURCES DEPARTMENT
Labour Relations Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Catherine Graham, General Manager
Date:	April 22, 2002	**Prepared by:**	David Logan, Acting Director, Labour Relations, Health, Safety and Wellness 905-546-4155

SUBJECT: **Grievances and Related Costs (HUR02004) (City Wide)**

RECOMMENDATION:

That the information as set out in report HUR02004 be received for information.

C Graham

Catherine Graham, General Manager
Human Resources

EXECUTIVE SUMMARY:

Grievance Activity

As noted below, grievance activity within the City increased dramatically in the years 1999, 2000 and 2001. That trend would also appear to be continuing in the year 2002 to date.

This increased activity can be linked to the Region and City amalgamation in 1999, followed by the amalgamation of the Town of Dundas, Town of Flamborough, City of Stoney Creek, Town of Ancaster, Township of Glanbrook and the City of Hamilton.

Specifically, the dramatic change and uncertainty created by the amalgamation process, most notably employees' fear of job loss or change, combined with one bargaining unit's launching of a 'grievance campaign', and our legislative requirement to maintain all existing collective agreements at the time of amalgamation, while at the same time attempting to realize efficiencies and establish consistency across the New City, have all resulted in a higher level of grievance activity.

The total number of grievances also increased due to the increased number of employees. The City's numbers now reflect grievance activity that would have been associated with the Region or one of the five other amalgamating communities in the past.

Total Grievances 1996 to 2001

Union	**1996**	**1997**	**1998**	**1999**	**2000**	**2001**
Local 5	159	163	166	165	201	
Local 167	100	100	153	224	257	
Local 5167						571
Local 167 Wentworth	6	5	39	50	23	30
Local 167 Macassa	1	1	26	69	123	44
Local 288 Fire	15	14	43	33	40	172
O.N.A 50 & 72 (Ontario Nurses'Association)	0	2	6	9	7	23
Local 1041 (Foreman)	2	2	1	1	6	1
E.M.S. (Emergency Medical Services)*						2
H.S.R. Local 107 & 1585	46	57	38	24	30	54
Totals	**329**	**344**	**472**	**575**	**687**	**897**

- As only final step grievances (2nd or 3rd step) are delivered to Human Resources, with each City department receiving and addressing 1st step grievances, several external sources of data were utilized to obtain total grievance activity.

*It is noted that Emergency Medical Services has been without a formal grievance process due to the lack of clarity around bargaining unit representation.

Grievances/Arbitrations/Ontario Labour Relations (OLRB) Costs

Due to amalgamation issues the City found itself before the Ontario Labour Relations Board both as an applicant and respondent several times, dramatically increasing labour relations costs, and while these costs will likely continue throughout 2002, they are expected to stabilize and reduce over the remainder of 2002 and 2003.

Further, because of the complicated nature of several grievances or types of grievances and the matters before the OLRB, which are related to amalgamation, the Labour Relations Division has also relied more heavily on specialized external counsel, again resulting in a higher cost.

It is noted that the costs of the OLRB hearings in 2001 were funded from Transition funding and those associated with the corporate issues (Occupational Health & Safety charge) in 1999 and 2000 were funded from Corporate Contingency reserve.

GRIEVANCE / ARBITRATION / OLRB COSTS						
	1996	**1997**	**1998**	**1999**	**2000**	**2001**
Grievance/Arbitrations				157,770.42	241,530.39	152,871.15
OLRB (Ontario Labour Relations Board) Hearings					56,348.93	235,302.26** 25,130.76
Corporate Issues (O.H. & S case)				69,660.57*	78,158.94*	51,606.44
TOTAL COSTS ***	**$83,260.45**	**$71,112.51**	**$117,507.28**	**$227,430.99**	**$376,038.25**	**$465,000.61**

* Funded from Corporate Contingency Reserve

** Funded from Transition Reserve

*** Legal costs are for outside legal consulting services. Source: *Available Funds Report: Labour Relations*, Consulting Services– 1996 to 2001 (Finance and Corporate Services)

Although several items remain ongoing, the volume of grievance activity, and the number and costs of OLRB matters are expected to stabilize and reduce in 2002 and throughout 2003.

BACKGROUND:

At its meeting of March 6, 2002 members of Committee of the Whole requested information on grievances and costs from 1996 to 2001 and to outline the impact on amalgamation to the new City's work force.

SECTION 8

CITY WIDE IMPLICATIONS

8.1

CITY OF HAMILTON

CORPORATE SECRETARIAT
Corporate Effectiveness

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Anne Louise Heron, Executive Director
Date:	June 10, 2002	**Prepared by:**	Melva Snowling 540-5164

SUBJECT: **Policy for Charitable and Private Company Solicitation of City Employees (City Wide) (CSE02018)**

RECOMMENDATION:

a) That the Policy for Charitable and Private Company Solicitation of City Employees attached as Appendix "A", be approved; and

b) That Policy No. 721 of the former City of Hamilton and Regional Municipality of Hamilton-Wentworth be repealed.

A. L. Heron, Executive Director
Corporate Secretariat

EXECUTIVE SUMMARY:

The City of Hamilton receives requests on an ongoing basis, from both charitable organizations and private companies who wish to solicit donations or sell their products or services to city employees. The policy will allow employees to make donations to charities and controls time consuming and costly solicitation of city employees by private companies.

BACKGROUND:

Corporate Management Team requested *a* policy on solicitation of city employees be developed to provide clarity and equity for access to city workers by private companies and charities requesting the opportunity to solicit city staff. A workgroup of various departments was assembled.

The workgroup conducted research of a total of 28 municipalities, public sector organizations, private companies, chambers of commerce, city partners and unions to advise of this proposed policy development and to seek input and examples of similar policies.

The current policies and practices in place in the City of Hamilton and former municipalities were examined. There presently is in place a policy of the former City of Hamilton and Regional Municipality of Hamilton-Wentworth (Policy No. 721) which prohibits any solicitation of city/region employees by private companies. The current practice with respect to charitable donations by employees, allows employees to make payroll deductions to The United Way of Burlington Hamilton-Wentworth, and/or any other recognized charity of their choice.

ANALYSIS OF ALTERNATIVES:

As a result of the review by the workgroup, three different alternatives were established:

- Continue policy of no private company solicitations.

- Allow payroll deductions for charitable purposes through the Burlington Hamilton-Wentworth United Way which will in turn distribute to any designated charity. *(This allows city staff to easily donate through the United Way by payroll deduction to charities which benefit and enrich the lives of the citizens of Hamilton and beyond.)*

- Allow no payroll deductions for charitable purposes and encourage employees to make direct donations to United Way or charity of their choice. *(Because payroll deductions are a very convenient and effective method for employees to contribute to charitable causes, there is a strong possibility that total donations would decrease if payroll deductions for charity were discontinued.)*

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Legal Services has advised that the proposed policy does not contravene the following legislation which was considered in preparation of this policy.

The Municipal Act
The Municipal Freedom of Information and Protection of Privacy Act
The Charter of Rights
The Human Rights Code
The Purchasing By-law

The annual cost (staff time) for the current practice of payroll deduction for charities is $467.61, plus $1.68 per employee payroll deduction. The proposed policy would not change that cost. There are 1,544 employees participating in payroll deduction for charity for 2002.

POLICIES AFFECTING PROPOSAL:

Policy No. 721, respecting no private company solicitation of city staff, of the former City of Hamilton and Regional Municipality of Hamilton-Wentworth;

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

The following departments/divisions participated or were consulted:

- Communications
- Purchasing
- Information Technology
- Internal-Audit
- Legal
- Library
- Fire
- Customer Service
- Human Resources
- Police Services
- Corporate Secretariat
- Risk Management
- Existing Employee Charity Committee

The following municipalities and organizations have been contacted. The city partners, unions and affiliates were informed of the development of the policy and given opportunities to provide input if they wished. The outside municipalities and organizations were consulted to determine if they had such a policy and what their practice was. Of the thirteen who replied, the majority allow no private company solicitation of their employees. Many have designated the United Way as their "corporate charity". Two have established employee charity committees (as we do) which donate to the United Way as well as other charities.

- City of Mississauga
- City of London
- City of Burlington
- City of Toronto
- Regional Municipality of Niagara
- Regional Municipality of Halton
- City of Windsor
- McMaster University
- Liquor Control Board of Ontario
- Ministry of Municipal Affairs & Housing
- Stelco
- HECFI
- Chambers of Commerce in the City of Hamilton
- City of Edmonton
- City of Halifax
- City of St. John
- City of Regina
- City of Brampton
- City of Ottawa
- Mohawk College
- Workplace Safety and Insurance Board
- Federation of Canadian Municipalities
- Dofasco
- City of Hamilton Union Locals
- PIC Hamilton
- Hamilton Conservation Authority

CITY STRATEGIC COMMITMENT:

Providing a policy for consistent and equitable approach for access to City of Hamilton employees for those seeking donation requests, and providing a visible, simple vehicle for employees to make such donations, supports the City's Vision and Mission commitments adopted by Council in November, 2001.

Values:

One of the ten core values within the City's vision, mission and goals is:

- Compassion: Sensitivity to, and meeting the requirements of all residents with special needs and interests, and those less fortunate.

Goals:

Within the City's Goals for "A City of Choice for High Performance Public Servants" is included:

"Council commits to value Hamilton civic employees and to work with the management team to create conditions where all employees can excel in their service to the community."

APPENDIX "A"

CORPORATE POLICY

Policy No.
Page No.
Effective Date:
Replaces: Policy No. 710
City of Hamilton/
Regional Municipality of
Hamilton/Wentworth

CHARITABLE/PRIVATE COMPANY SOLICITATIONS OF CITY EMPLOYEES

POLICY STATEMENT AND PURPOSE:

The City of Hamilton receives requests, on an ongoing basis, from both charitable organizations and private companies who wish to solicit donations or sell their products or services to city employees.

To encourage individual support of initiatives which improve the quality of life for Hamilton residents and employees of the City of Hamilton, this solicitation policy provides the opportunity and criteria for donations by employees.

The purpose of this policy is to ensure clear, consistent and appropriate responses to requests for charitable donations, or requests for authorization to sell products or services to city employees.

SCOPE:

This policy applies to all city employees, including all permanent, temporary and contract employees, as well as all City fundraising initiatives.

DEFINITIONS:

"Charitable Organizations" – a charity which is registered under the The Income Tax Act, for charitable purposes;

"Private Companies" including but not limited to those companies created by law, and for the purpose of carrying on business with a view to making profit.

"Non-Profit Institutions" including but not limited to those organizations created by law, and **not** for the purpose of making profit.

RELEVANT LEGISLATION:

This Policy does not contravene:

The Municipal Act
Purchasing By-law
The Municipal Freedom of Information and Protection of Privacy Act
The Charter of Rights
The Human Rights Code

ADMINISTRATION:

This policy is administered by the Finance and Corporate Services Department.

CITY STRATEGIC COMMITMENT:

This policy will support the City's Vision and Mission commitments.

VALUES:
Compassion: "Sensitivity to, and meeting the requirements of all residents with special needs and interests, and those less fortunate."

GOALS:
Council commits to value Hamilton civic employees and to work with the management team to create conditions where all employees can excel in their service to the community.

Private Companies:

No private companies will be permitted to solicit City employees at their place of work, for the purpose of procuring business.

Charitable Organizations: Provisions will be made for City of Hamilton employees to have the:

- Ability to donate money by payroll deductions through the United Way campaign of Burlington Hamilton-Wentworth, to charities of their choice;
- Ability to participate in fundraising among city employees for activities such as Heart and Stroke Breakfasts, United Way barbeques, the sale of girl guide cookies, school sales, etc. at the workplace, shall be permitted. No employee is required to participate.

COUNCIL REFERENCE: Approved by Council of the City of Hamilton on July 10, 2002 in Report No. CSE02018.

CONTACT: For more information or procedures, contact the Finance and Corporate Services Department of the City of Hamilton.

SECTION

SECTION 10

CITY WIDE
IMPLICATIONS

CITY OF HAMILTON

10.1

FINANCE AND CORPORATE SERVICES
Budgets & Fiscal Policy Services

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Joseph L. Rinaldo, General Manager
Date:	May 31, 2002	**Prepared by:**	Tony Del Monaco 546-2790

SUBJECT: **CITY OF HAMILTON - FORMER REGIONAL AND LOCAL DEVELOPMENT CHARGE BY-LAWS - INDEXING OF RESIDENTIAL RATES (FCS02076) (City Wide)**

RECOMMENDATION:

a) That a 4.4% indexing (based on the Statistics Canada Quarterly Construction Price Statistics) be applied to all classes of residential development charge rates in accordance with the City of Hamilton – former Regional and Local Development Charge By-Laws and;

b) In recognition of the competitive non-residential development charge rate structure of our neighbouring municipalities (Appendix 2), that the non-residential rates of the former Region and area municipalities within the City of Hamilton not be adjusted in accordance with indexing provisions of their respective Development Charge By-laws.

Joseph Rinaldo

Joseph L. Rinaldo, General Manager
Finance & Corporate Services

EXECUTIVE SUMMARY:

The purpose of this report is to propose to Council a 4.4% indexing of the former regional and local residential development charge rates in accordance with the provisions included in the former regional and local development charge by-laws. This report also proposes that the non-residential development charge rates not be indexed in order that they may be kept at competitive levels when compared to surrounding municipalities.

The issue of non-residential development charges will be examined in detail as part of the City's comprehensive review of all its Development Charge By-laws.

BACKGROUND:

In accordance with the Development Charges Act, 1997, the former Regional and Local Area Councils approved their respective Development Charge By-laws and amendments as follows in Table 1:

Table 1

	By-Law #	Passage Date		Amending By-Laws	Amending Date
Region	R99074	July 6/99		R00015	Mar 28/00
Hamilton	99-118	Aug 12/99		00-041	Mar 28/00
Stoney Creek	S4987-99	Aug 31/99			
Glanbrook	G577-99	Aug 24/99			
Ancaster	A99-089	Aug 12/99		A2000-062	June 5/00
Dundas	D4504-99	Aug 16/99			
Flamborough	F99-82-D	Aug 30/99			

All of the City of Hamilton – former regional and local Development Charge By-laws included a provision for the indexing of the development charge rates in accordance with the Statistics Canada Quarterly Construction Price Statistics, as prescribed by the Development Charges Act, 1997.

Statistics Canada Non-Residential Building Construction Index

The use of the Statistics Canada Non-Residential Building Construction Index to increase development charge rates has been prescribed by Provincial legislation. It is the index, which most closely reflects the type of capital infrastructure costs of construction, and incorporates data (based on awarded tenders) for the GTA/Hamilton area. Specifically, the index measures contractors' selling price changes of residential construction, and includes costs for materials, labour, equipment, federal and provincial taxes, and contractors' overhead and profit. The index excludes the cost of land, design and real estate fees. The 2001 average index rate has increased by 4.4% over the 2000 average rate.

The impact to the residential development charge rates are shown in Appendix 1. As an example, in the year 2000,the former regional development charge for a single family dwelling in the City of Hamilton was $4,474. An inflationary increase for the year 2001 increased this charge by 7.78% or $348. The inflationary increase for 2002 of 4.4% would increase the charge by $212. This is how the figure of $5034 for the former regional development charge for the former City of Hamilton was calculated. A comparison of neighbouring residential development charge rates is shown in Appendix 2.

Non-residential Development Charge Rate Increase

A comparison of non-residential development charges across the GTA is shown in Appendix 2.

Given the importance of continuing to encourage non-residential development, it is proposed that non-residential development charge rates not be subject to further indexing at this time.

ANALYSIS OF ALTERNATIVES:

Residential Rates

By not indexing the residential development charge rates, the City's position of growth paying for growth would not be accomplished to as full an extent as it could. Unlike non-residential charges, the City of Hamilton's residential rates are, on average, well below those in surrounding municipalities. Not indexing the rates would not alter the City's relative positioning. The expected result is that residential development would occur at the same pace whether or not the rates are indexed, but keeping rates at last year's level would mean that the City's collections are not keeping pace with inflationary pressures and would hurt City funding of growth-related projects.

Non-Residential Rates

Indexing the non-residential development charge rates would erode the City's competitive position and hinder our attempts to attract new non-residential development.

In March 1999, Clayton Research Associates Ltd., in its document entitled The Hamilton-Wentworth Economy: Profile & Prospects stated that "Hamilton Wentworth's relative performance will depend on the extent to which it can capitalize on its competitive advantages and reduce its disadvantages". Clayton Research noted that in order to make the City of Hamilton a more attractive place in which to do business, there is a need to reduce business costs that are under the City's control. Development charges are one of those differentiating factors.

Industrial development is currently exempt from development charges and so indexing would not result in an increased revenue stream from this sector. As for commercial development, neighbouring Region's have certain expansion exemptions in place to attract development. The City of Hamilton currently does not have such exemptions in place and so maintaining low non-residential rates is our main competitive advantage when dealing with Region's such as Halton, York, and Durham in attracting development to our area. Since non-residential development accounts for only 10% of development charge revenues, the foregone revenue from not indexing is minimal.

Hamilton is not unlike many other municipalities in Ontario in the way it applies its development charges to promote development. The varied exemption and credit polices throughout the province demonstrate how municipalities are attempting to gain competitive advantages over their neighbours.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

In the robust economic conditions, contract prices and energy costs have escalated rapidly. In order to keep development charge revenues in pace with these inflationary pressures, it is proposed that the residential development charge rates, which account for approximately 90% of the development charge collection stream, be indexed in accordance with inflation. Based on a comparison of neighbouring municipal development charge rates (Appendix 2) and on-going complaints from affected developers, it was indicated that any further increases to the non-residential development charge rate may have an adverse impact on economic development.

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Halton Region
Peel Region
York Region
Durham Region

CITY STRATEGIC COMMITMENT:

This report is consistent with the following strategic commitments:

1.b Investment in Infrastructure

1.d Attracting and Retaining Business

2.f VISION 2020 – A Sustainable City

5.a Maintain Service Levels

APPENDIX 1 to FCS02076

APPENDIX 1

NEW CITY OF HAMILTON DEVELOPMENT CHARGE RATES EFFECTIVE PER 2002 BY-LAW ANNIVERSARY DATES.
2002 Statcan Infrastructure Construction Price Index Increase = 4.4

LOCATION	RESIDENTIAL $ PER UNIT					NON -RES $ PER SQ.FT.
	SDD/SEMI	MULTIPLE	APARTMENT	APARTMENT 2+ Bdrms	RES. FACILITY (Retirement Hme)	
HAMILTON						
Region	5,034	3,740	2,159	-	1,440	3.95
Local	1,943	1,444	834	-	0.35 sq. ft.	0.31
TOTAL	6,977	5,184	2,993	-		4.26
DUNDAS						
SpecialAreaChrg**	2,711	2,014	1,163	1,163	775	2.33
Region	4,360	3,240	1,870	1,870	1,247	3.63
Local	1,465	1,152	568	1,053	568	0.18
Education	339	339	339	339	339	0.22
TOTAL	8,875	6,745	3,940	4,425	2,929	6.36
ANCASTER						
Region	4,510	3,350	1,934	1,934	1,290	3.63
Local	3,452	2,060	1,362	2,268	1,362	2.14/1.27
Education	339	339	339	339	339	0.22
TOTAL	8,301	5,749	3,635	4,541	2,991	5.99/5.12
STONEY CREEK - URBAN						
Region	4,510	3,350	1,934	1,934	1,290	3.63
Local	4,571	3,917	1,567	2,090	1.04 sq ft.	1.00
Education	339	339	339	339	339	0.22
TOTAL	9,420	7,606	3,840	4,363		4.85
STONEY CREEK - RURAL						
Region	2,399	1,783	1,028	1,028	686	1.55
Local	4,157	3,562	1,425	1,901	1.04 sq ft.	1.00
Education	339	339	339	339	339	0.22
TOTAL	6,895	5,684	2,792	3,268		2.77
STONEY CREEK						
WEST MTN URBAN Region	4,510	3,350	1,934	1,934	1,290	3.63
Local	4,889	4,190	1,677	2,235	1.04 sq ft.	1.00
Education	339	339	339	339	339	0.22
TOTAL	9,738	7,879	3,950	4,508		4.85
FLAMBOROUGH						
Region	4,510	3,350	1,934	1,934	1,290	3.63
Local	3,659	2,949	1,529	2,297	1,529	3.77
Education	339	339	339	339	339	0.22
TOTAL	8,508	6,638	3,802	4,570	3,158	7.62
GLANBROOK						
Region	4,510	3,350	1,934	-	1,290	3.63
Local	1,974	1,612	1,290	-	1,129	.12/.44/.17
Education	339	339	339	-	339	0.22
TOTAL	6,823	5,301	3,563	-	2,758	3.97/4.29/4.02
GLANBROOK - Binbrook						
SAC*	11,127	8,268	4,774	-	3,182	-
Region	4,510	3,350	1,934	-	1,290	3.63
Local	1,974	1,612	1,290	-	1,129	.12/.44/.17
Education	339	339	339	339	339	0.22
TOTAL	17,950	13,569	8,337	339	5,940	3.97/4.29/4.02
FLAMBOROUGH						
WATERDOWN SAC**	2,711	2,014	1,163	1,163	775	2.33
Region	4,510	3,350	1,934	1,934	1,290	3.63
Local	3,659	2,949	1,529	2,297	1,529	3.77
Education	339	339	339	339	339	0.22
TOTAL	11,219	8,652	4,965	5,733	3,933	9.95

1. SDD means the "Single Detached Dwelling" DC rate.
2. SDD is the DC rate applicable to a single detached dwelling and to a semi-detached dwelling.

APPENDIX 2 to FCS02076

COMPARISON OF DEVELOPMENT CHARGES 2002 ($'s)

RESIDENTIAL SUMMARY

SINGLE FAMILY DWELLINGS OR EQUIVALENT
Post Inflationary Increase 2002

	TOTAL	REGIONAL	SPECIAL AREA CHARGE	LOCAL	EDUCATION
HAMILTON	**6,977.00**	5,034.00	-	1,943.00	-
DUNDAS	**8,875.00**	4,360.00	2,711.00	1,465.00	339.00
ANCASTER	**8,301.00**	4,510.00	-	3,452.00	339.00
STONEY CREEK - URBAN	**9,420.00**	4,510.00	-	4,571.00	339.00
FLAMBOROUGH	**8,508.00**	4,510.00	-	3,659.00	339.00
FLAMBOROUGH - WATERDOWN	**11,219.00**	4,510.00	2,711.00	3,659.00	339.00
GLANBROOK	**6,823.00**	4,510.00	-	1,974.00	339.00
GLANBROOK - BINBROOK	**17,950.00**	4,510.00	11,127.00	1,974.00	339.00

The following do not include special area charges which are area specific within the municipalites

	TOTAL	REGIONAL	SPECIAL AREA CHARGE	LOCAL	EDUCATION
BURLINGTON	**13,765.00**	7,358.00	-	4,844.00	1,563.00
OAKVILLE	**13,499.00**	4,392.00	-	7,544.00	1,563.00
MILTON	**21,875.00**	14,220.00	-	6,092.00	1,563.00
HALTON HILLS	**14,635.00**	7,357.00	-	5,715.00	1,563.00
BRAMPTON	**16,232.00**	6,278.00	-	7,818.00	2,136.00
VAUGHN	**20,632.00**	10,500.00	-	7,504.00	2,628.00
MARKHAM	**20,485.00**	10,500.00	-	7,357.00	2,628.00
MISSISSAUGA	**15,141.00**	6,277.00	-	6,728.00	2,136.00
BRANTFORD	**9,888.00**	5,125.00	-	4,763.00	-

NON-RESIDENTIAL SUMMARY

COMMERCIAL

	TOTAL	REGIONAL	SPECIAL AREA CHARGE	LOCAL	EDUCATION
HAMILTON	**4.26**	3.95	-	0.31	-
DUNDAS	**6.36**	3.63	2.33	0.18	0.22
ANCASTER	**5.99**	3.63	-	2.14	0.22
STONEY CREEK - URBAN	**4.85**	3.63	-	1.00	0.22
FLAMBOROUGH	**7.62**	3.63	-	3.77	0.22
FLAMBOROUGH - WATERDOWN	**9.95**	3.63	2.33	3.77	0.22
GLANBROOK	**3.97**	3.63	-	0.12	0.22
GLANBROOK - BINBROOK	**3.97**	3.63	-	0.12	0.22

Halton Region has a 10,000 sq.ft. or 25% whichever is greater ememption on expansions
Durham Region has a 5000 sq.ft. exemption on expansions

	TOTAL	REGIONAL	SPECIAL AREA CHARGE	LOCAL	EDUCATION
BURLINGTON	**6.27**	4.03	-	1.90	0.34
OAKVILLE	**7.17**	4.03	-	2.80	0.34
MILTON	**6.37**	3.98	-	2.05	0.34
HALTON HILLS	**6.08**	4.03	-	1.71	0.34
BRAMPTON	**5.52**	2.72		2.32	0.48
VAUGHAN	**5.11**	3.50		1.25	0.36
MISSISSAUGA	**5.46**	2.72	-	2.26	0.48
BRANTFORD	**2.52**	0.42	-	2.09	-

CITY WIDE
IMPLICATIONS

10.2

CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES
Budgets and Fiscal Policy Services

Report to:	Mayor and Members Committee of the Whole	**Submitted by**:	Joseph L. Rinaldo, General Manager
Date:	May 17, 2002	**Prepared by:**	T. Hewitson 546-4159

SUBJECT: 2002 One-Time Items (FCS02059)(City Wide)

RECOMMENDATION:

a) THAT the recommended 2002 One-Time Items as contained in Appendix One to Report FCS02059 be approved.

b) THAT the 2002 approved One-Time Items, with the exception of a recommended one-time item for Human Resources, be funded through the 2001 tax surplus and/or Tax Stabilization Reserve.

c) THAT the recommended One-Time Item for Human Resources be funded through the Restructuring Reserve.

Joseph Rinaldo

Joseph L. Rinaldo, General Manager
Finance & Corporate Services

EXECUTIVE SUMMARY:

This report provides Committee of the Whole with lists of the most updated 2002 recommended and non-recommended "one-time" items, totalling approximately $2.023 million and $0.408 million, respectively. It is proposed, that all recommended "one-time" items, with the exception of a Human Resources one-time item, be funded through the 2001 tax surplus and/or the Tax Stabilization Reserve. It is proposed that the Human Resources one-time item be funded through the Restructuring Reserve. Detailed descriptions for the respective recommended and nonrecommended "one-time" items, put forward for Committee of the Whole's consideration, are provided in Attachments three and four of this report.

BACKGROUND:

The 2002 total recommended "one-time" items, amount to $2.023 million. A reduction of approximately $1 million or 30% from the 2001 proposed "one-time" items request.

One-time items represent projects with a finite duration, therefore requiring funds on a "one-time" basis. The 2002 proposed one-time items represent projects and their respective expenditures which lie outside of the 2002 Tax Budget (FSC020036). For example, Community Services has requested "one-time" funding for the production of a video that will provide a visual account of volunteer activities with the benefit of promoting volunteer involvement over an extended period of time.

The following tables provide breakdowns of 2002 recommended and nonrecommend "one-time" items by respective Department and Divisions.

2002 RECOMMENDED ONE-TIME ITEMS

DEPARTMENT/DIVISION	AMOUNT	TOTAL
Economic Development	$160,000	$160,000
Finance and Corporate Services	$250,000	$250,000
Human Resources	$150,000	$150,000
Planning & Development		
General Manager	$100,000	
Housing	$150,000	
Downtown Renewal	$100,000	
Subtotal		$350,000
Transportation, Operations & Environment		
Waste	$108,500	
Design & Construction	$50,000	
Subtotal		$158,500
Community Services		
Culture & Recreation	$45,000	
CBRE	$260,000	
Design & Construction	$65,000	
Fire	$125,000	
Parks	$459,500	
Subtotal		$954,500
Total 2002 Recommended One-Time Items		**$2,023,000**

Of the above list of recommended one-time items, Council, during 2002 budget deliberation process, approved the following three requests totalling $300,000, ERASE Environmental Study Grants, Municipal Housing Statement and Affordable Housing Policy, and the Urban Forestry Management Plan. These three recommended one-time items are included within this report, so as to provided Council with information related to their respective funding source. Within the Park's $459.5 thousand request, $116.5 thousand is for the purchase of equipment for the Integrated Plant Health Program (IPHP) (Report CS01093). Staff, were directed by Council to proceed with the development on an IPHP, and report back during the 2002 budget deliberations on the incremental capital and operating costs associated with the program.

2002 NONRECOMMENDED ONE-TIME ITEMS

DEPARTMENT/DIVISION	AMOUNT	TOTAL
Transportation, Operations & Environment		
Waste	$50,000	
Subtotal		$50,000
Community Services		
Culture & Recreation	$198,000	
F&A	$11,000	
CBRE	$55,000	
Parks	$93,500	
Subtotal		$357,500
Total 2002 Non-Recommended One-Time Items		**$407,500**

ANALYSIS OF ALTERNATIVES:

In an effort to deal with projects that do not possess an annual financial impact, departments submitted "one-time" items for Committee of the Whole's consideration.

The alternative of not funding any one of these items is dependent upon the nature of the item. The potential impact of not approving the funding can impact financial efficiencies, quality of work environment, quality of life, program efficiency, health and safety issues, etc., depending upon the particular one-time item and the associated program and endeavour.

For instance, one of the recommended one-time items entails the funding for marketing studies and action plans for 5 out of the 11 B.I.As. In 2001, marketing studies and action plans were prepared for the initial 6 B.I.A.s. The preparation of the marketing studies and action plans assists local businesses and organizations to compete both locally and globally, while supporting the local labour force and strengthening the neighbourhoods within the City of Hamilton.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The 2002 recommended "one-time" items total $2.023 million, which is over and above the amount of the 2001 tax surplus. It is proposed that the recommended "one-time" items, with the exception of the recommended item for Human Resources, be funded through the 2001 Tax Surplus (expected/estimated $1.2 million), and/or the Tax Stabilization Reserve ($17.4 million, Dec.31/01). It is proposed that the identified Human Resources recommended item be funded through the Restructuring Reserve ($152,000).

If both the recommended and non-recommended "one-time" items were approved by Committee of the Whole, the required level of funding would be more than twice the amount of the 2001 tax surplus.

POLICIES AFFECTING PROPOSAL:

Not Applicable

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

This information was compiled through consultation with all departments.

CITY STRATEGIC COMMITMENT:

Not Applicable

Attachment One to FSC02059

City Of Hamilton
2002 Recommended One-Time Items Summary

PAGE #	DIVISION	DESCRIPTION OF ITEM	AMOUNT		TOTAL
ECONOMIC DEVELOPMENT					
7	Prioritization of Abandoned Structures	Develop implementation strategy for prioritizing industrial and commercial warehouse structures.	60,000		
8	ERASE Environmental Study Grants	Provides for grants of 50% of the cost of Phase II and III environmental assessments.	100,000 [1]		
	SUBTOTAL				$160,000
FINANCE AND CORPORATE SERVICES					
9	City Clerk's	Corporate Records and Information Management Program	250,000		
	SUBTOTAL				$250,000
HUMAN RESOURCES					
10	Labour Relations	Legal Costs for Negotiation of New Union Agreements	150,000 [2]		
	SUBTOTAL				$150,000
PLANNING AND DEVELOPMENT					
11	Environmental Management System	Develop system that will set environmental goals and targets, and implement action plans,.	100,000		
12	Municipal Housing Statement and Affordable Housing Policy	To ascertain and evaluate housing needs for market and non-market households.	150,000 [1]		
13	Marketing Potential Studies and Action Plans - B.I.A.'s	Fund marketing studies (demographic analysis, business audits, trend analysis) for 5 B.I.A.'s.	100,000		
	SUBTOTAL				$350,000
TRANSPORTATION, OPERATION AND ENVIRONMENT					
14	Video Monitoring System	Installation of video monitoring system on municipal waste collection vehicles thus ensuring a safe working environment, as well meeting provincial requirements.	28,500		
15	Painting of Collection Vehicles	Paint old fleet so as to follow new waste collection agreement.	50,000		
16	Consulting Services	Produce reports based on results of the on-going Phase I investigation for landfills that may exist.	30,000		
17	Electronic File Conversion	Conversion of hundreds of thousands of files that need to be referenced and maintained on site.	50,000		
	SUBTOTAL				$158,500
COMMUNITY SERVICES					
18	Culture and Recreation	Video on Volunteerism in Hamilton	15,000		
19	Culture and Recreation	Database for Recording of Volunteers	30,000		
20	CBRE	Vehicle/Equipment needed to complete building audit.	50,000		
21	CBRE	Restoration of Bamberger House	10,000		
22	CBRE	Security Audit for City of Hamilton Buildings	200,000		
23	Design and Construction	Parkland Dedication By-Law	65,000		
24	Fire	Occupational Health and Exposure Program	125,000		
25	Parks	Forestry - "Urban Forest Management Plan"	50,000 [1]		
26	Parks	IPHP Program - Purchase of Operating Equip. through Fleet	116,500 [3]		
27	Parks	Purchase of Operating Equip. (Sweeper) through Fleet	58,000		
28	Parks	Forestry - Purchase of Aerial Bucket through Fleet	175,000		
29	Parks	Consultant for Review of MMS (one-half of total cost)	20,000		
36	Parks	Temp. Help, Re: Data Input into New Cemetery Database	40,000		
	SUBTOTAL				$954,500
TOTAL 2002 RECOMMENDED ONE-TIME ITEMS					**$2,023,000**

1 The following three recommended one-time items, totaling $300,000, were approved by Council during budget deliberations.

2 It is recommended that this one-time item be funded from the Restructuring Reserve.

3 Report CS01093 to COW dealt with pesticide reduction on municipal parkland and open spaces. Staff were directed to proceed with the development of an Integrated Plant Health Program, and as part of the 2002 budget deliberations, report on the incremental capital and operating expenses associated with the program.

City of Hamilton
2002 Nonrecommended One-Time Items

PAGE #	DIVISION	DESCRIPTION OF ITEM	AMOUNT	TOTAL
TRANSPORTATION, OPERATION AND ENVIRONMENT				
30	Site Fencing	Complete fencing as required at 11 closed landfill sites.	20,000	
31	Ground Maintenance	Upgrade entrance to Glanbrook landfill.	30,000	
	SUBTOTAL			**$50,000**
COMMUNITY SERVICES				
32	Culture and Recreation	Workstation Furniture	198,000	
33	F&A	Workstation Furniture	11,000	
34	CBRE	Removal of Grandstand Seating at Brian Timmins	55,000	
35	Parks	Workstation Furniture	93,500	
	SUBTOTAL			**$357,500**
TOTAL 2002 NON-RECOMMENDED ONE-TIME ITEMS				**$407,500**

Attachment One to FSC02059

City Of Hamilton

2002 Recommended One-Time Items Summary

PAGE #	DIVISION	DESCRIPTION OF ITEM	AMOUNT	TOTAL
ECONOMIC DEVELOPMENT				
7	Prioritization of Abandoned Structures	Develop implementation strategy for prioritizing industrial and commercial warehouse structures.	60,000	
8	ERASE Environmental Study Grants	Provides for grants of 50% of the cost of Phase II and III environmental assessments.	100,000 [1]	
	SUBTOTAL			$160,000
FINANCE AND CORPORATE SERVICES				
9	City Clerk's	Corporate Records and Information Management Program	250,000	
	SUBTOTAL			$250,000
HUMAN RESOURCES				
10	Labour Relations	Legal Costs for Negotiation of New Union Agreements	150,000 [2]	
	SUBTOTAL			$150,000
PLANNING AND DEVELOPMENT				
11	Environmental Management System	Develop system that will set environmental goals and targets, and implement action plans,.	100,000	
12	Municipal Housing Statement and Affordable Housing Policy	To ascertain and evaluate housing needs for market and non-market households.	150,000 [1]	
13	Marketing Potential Studies and Action Plans - B.I.A.'s	Fund marketing studies (demographic analysis, business audits, trend analysis) for 5 B.I.A.'s.	100,000	
	SUBTOTAL			$350,000
TRANSPORTATION, OPERATION AND ENVIRONMENT				
14	Video Monitoring System	Installation of video monitoring system on municipal waste collection vehicles thus ensuring a safe working environment, as well meeting provincial requirements.	28,500	
15	Painting of Collection Vehicles	Paint old fleet so as to follow new waste collection agreement.	50,000	
16	Consulting Services	Produce reports based on results of the on-going Phase I investigation for landfills that may exist.	30,000	
17	Electronic File Conversion	Conversion of hundreds of thousands of files that need to be referenced and maintained on site.	50,000	
	SUBTOTAL			$158,500
COMMUNITY SERVICES				
18	Culture and Recreation	Video on Volunteerism in Hamilton	15,000	
19	Culture and Recreation	Database for Recording of Volunteers	30,000	
20	CBRE	Vehicle/Equipment needed to complete building audit.	50,000	
21	CBRE	Restoration of Bamberger House	10,000	
22	CBRE	Security Audit for City of Hamilton Buildings	200,000	
23	Design and Construction	Parkland Dedication By-Law	65,000	
24	Fire	Occupational Health and Exposure Program	125,000	
25	Parks	Forestry - "Urban Forest Management Plan"	50,000 [1]	
26	Parks	IPHP Program - Purchase of Operating Equip. through Fleet	116,500 [3]	
27	Parks	Purchase of Operating Equip. (Sweeper) through Fleet	58,000	
28	Parks	Forestry - Purchase of Aerial Bucket through Fleet	175,000	
29	Parks	Consultant for Review of MMS (one-half of total cost)	20,000	
	SUBTOTAL			$914,500
TOTAL 2002 RECOMMENDED ONE-TIME ITEMS				$1,983,000

1 The following three recommended one-time items, totaling $300,000, were approved by Council during budget deliberations.

2 It is recommended that this one-time item be funded from the Restructuring Reserve.

3 Report CS01093 to COW dealt with pesticide reduction on municipal parkland and open spaces. Staff were directed to proceed with the development of an Integrated Plant Health Program, and as part of the 2002 budget deliberations, report on the incremental capital and operating expenses associated with the program.

City of Hamilton
2002 Nonrecommended One-Time Items

PAGE #	DIVISION	DESCRIPTION OF ITEM	AMOUNT	TOTAL
TRANSPORTATION, OPERATION AND ENVIRONMENT				
30	Site Fencing	Complete fencing as required at 11 closed landfill sites.	20,000	
31	Ground Maintenance	Upgrade entrance to Glanbrook landfill.	30,000	
	SUBTOTAL			$50,000
COMMUNITY SERVICES				
32	Culture and Recreation	Workstation Furniture	198,000	
33	F&A	Workstation Furniture	11,000	
34	CBRE	Removal of Grandstand Seating at Brian Timmins	55,000	
35	Parks	Workstation Furniture	93,500	
36	Parks	Temp. Help, Re: Data Input into New Cemetery Database	40,000	
	SUBTOTAL			$397,500
TOTAL 2002 NON-RECOMMENDED ONE-TIME ITEMS				**$447,500**

City of Hamilton
Recommended 2002 One-Time Items "Detailed Sheets"

Attachment Three of FCS02059

ONE-TIME ITEM FORM

1. **Division/Department:** Economic Development – Economic Development

2. **Description of One-Time Item:** Implementation Strategy to Prioritize Abandoned Structures

3. **Justification for One-Time Item:**

Development of an implementation strategy for prioritizing abandoned industrial and commercial warehouse structures as per Councillor Horwath's Council resolution (Item 22 of Committee of the Whole Report 02-005 which was passed by City Council on February 13, 2002). This program will require one person on contract for a period of 8 months.

The steps to be taken by this contract person include:

Collect information on abandoned properties, including the "100 sites" on the Fire Department's list of "fire traps".

Perform site visits.
Prioritize the sites.
Analyze the results

4. **2002 Costs**

Description of Expenditures	**Proposed 2002 Costs $**
- temporary staffing	60,000
Net Levy Impact	$ 60,000

ONE-TIME ITEM FORM

1.	**Division/Department:**	Economic Development – Economic Development
2.	**Description of One-Time Item:**	Brownfields – ERASE Environmental Study Grants
3.	**Justification for One-Time Item:**	

The ERASE Community Improvement Plan (EC001010)(PD01063) was adopted by Council in April 2001 and approved by the Province in August 2001. This Environmental Study Grants program provides for grants of 50% of the cost of Phase 11 and Phase 111 environmental site assessments, up to $10K per study, with a maximum of two grants per property.

4. 2002 Costs

	Proposed 2002 Costs $
Description of Expenditures	
- Environmental Study Grants	$100,000
Net Levy Impact	$100,000

ONE-TIME ITEM FORM

1. **Division/Department:** Finance and Corporate Services/City Clerk's

2. **Description of One-Time Item:** Corporate Records and Information Management Program

3. **Justification for One-Time Item:**

The records management challenges associated with amalgamation involve harmonizing the record keeping practices of the former area municipalities. A Corporate Records and Information Management program will provide standards for records retention, records classification, and policies and procedures. These standards will promote responsible and efficient record keeping practices to support government administration, enhance service delivery and public perception of municipal government, and respect citizen's right to access government information.

A Needs Assessment Report will be prepared and provide recommendations with priorities and costing that would assist the City of Hamilton in identifying current records management program improvement opportunities through the introduction of document management technologies and sound records management practices.

The costs to implement the recommendations associated with a needs assessment report is estimated at $ 170,000.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
Needs Analysis/Study	80,000
Implementation of Study Recommendations	170,000
	250,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	0
	0
Net Levy Impact	$250,000

ONE-TIME ITEM FORM

1 **Division/Department:** Human Resources - Labour Relations

2. **Description of One-Time Item:** Negotiation of New Union Agreements

3. **Justification for One-Time Item:**

External legal counsel costs being incurred during the Bill 136 process to establish bargaining units, identify bargaining agents, negotiate first collective agreements post-amalgamation and resolve associated issues and challenges.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures External legal counsel required since in-house staff is at capacity and because processes require specialist expertise. Employer representation in this process is essential to protect/advance the interests of the City. Costs are projected to exceed the $300,000 set aside in transition funding.	$ 150,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$ 150,000**

ONE-TIME ITEM FORM

1. **Division/Department:** General Manager – Planning & Development

2. **Description of One-Time Item:** Environmental Management System (EMS)

3. **Justification for One-Time Item:**

At the December 5, 2001 Committee of the Whole, the following recommendations were approved: "That Council adopt the Corporate Environmental Policy Statement" and the "Revised EMS Terms of Reference".

This Environmental Management System will ensure that City of Hamilton operations and programs have a standard to go by which will make the environment a key consideration in all of City of Hamilton decisions and actions. This system will also help City of Hamilton to set environmental goals and targets, and implement action plans, while reviewing measures that lead to continuous improvement of our environmental performance.

The report also stated that the costs of the initial program be included in the submission of the 2002 budget and that the Corporate Management Team and the Transportation, Operations, and Environment Department will aim to have a registrable Environmental Management System in place by the end of 2002. Other Departments will be expected to initiate their EMS by the same yearend. The amount included in this one-time form represents an estimate of Planning & Development Department's share in the initial set up costs.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Set up/Program costs	$100,000
	$100,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	$ 100,000

ONE-TIME ITEM FORM

1. **Division/Department:** Planning & Development/Housing

2. **Description of One-Time Item:** Municipal Housing Statement and Affordable Housing Policy

3. **Justification for One-Time Item:**

To ascertain, document and evaluate housing needs for market and non-market households in the City of Hamilton, at the present time and over the next 20 years. This study will act as input and provide housing policy direction for the City and provide input towards the completion of the new Official Plan for the New City of Hamilton

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Cost of study	$150,000
	$150,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$ 150,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Planning & Development – Downtown Renewal

2. **Description of One-Time Item:** Marketing Potential Studies and Action Plans –B.I.A.'s

3. **Justification for One-Time Item:**

In today's complex and ever changing marketplace it is critical that Hamilton's B.I.A.'s develop market potential studies and action plans in order for them to succeed and thrive. Consultants will be hired to lead the B.I.A.'s through the process of developing appropriate and competitive business districts. This will be achieved through demographic analysis, business audits, trend analysis, market research etc.

During 2001 budget deliberations Council approved the funding for marketing studies and action plans for 6 out of the 11 B.I.A.'s , with a commitment to fund the balance of the B.I.A.'s in 2002. The B.I.A.'s to be funded for 2002 are International Village, King St W., Main St W., Stoney Creek and Barton St.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Cost of study & action plans	$100,000
	$100,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$ 100,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Waste Management (Waste Collection), TOE

2. **Description of One-Time Item:** Video Monitoring System

3. **Justification for One-Time Item:**

Video monitoring system for existing Waste Collection trucks as per Ministry requirements. The video monitoring system provides the vehicle operator the ability to visualize all individuals as well as objects within the vicinity of the vehicle, thereby ensuring the opportunity for a safe working environment. The City of Hamilton, under the terms of the agreement with the private waste collection provider (J. D. Sheldrick), has similarly required the installation of video monitoring systems on the contractor's collection vehicles.

4. 2002 Costs

	Proposed 2002 Costs $
Description of Expenditures	
- Video Monitoring System (53430-512570)	$28,500
	$28,500
Recoveries	
	0
Net Levy Impact	**$28,500**

ONE-TIME ITEM FORM

1. **Division/Department:** Waste Management (Waste Collection), TOE

2. **Description of One-Time Item:** Painting of Collection Vehicles

3. **Justification for One-Time Item:**

Painting of old fleet so as to follow new waste collection contracts that all vehicles are the same colour. This is also a requirement for the contractor to have City colours. Not all City collection vehicles are the standard colours.

4. 2002 Costs

	Proposed 2002 Costs $
Description of Expenditures	
- Painting of Fleet (58970-512570)	$50,000
	$50,000
Recoveries	
	0
Net Levy Impact	**$50,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Waste Management (Waste Disposal), TOE

2. **Description of One-Time Item:** Consulting Services

3. **Justification for One-Time Item:**

To produce reports based on results of the on-going Phase 1 investigation for landfills that may exist unknown to us.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Consulting Services (55801-512770)	$30,000
	$30,000
Recoveries	
	0
Net Levy Impact	**$30,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Design and Construction/TO&E

2. **Description of One-Time Item:** Electronic File Conversion

3. **Justification for One-Time Item:** The Department currently has hundreds of thousands of files that need to be referenced and maintained on site. The volume is such that during the amalgamation process it was recommended that the files be converted to an electronic format for efficiency and to reduce on site filing requirements of hard copy files.

4. **2002 Costs**

	Proposed 2002 Costs
Description of Expenditures	*$50,000*
-	
-	
-	
-	
-	
-	
	50,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
	0
Net Levy Impact	$50,000

ONE-TIME ITEM FORM

1. **Division/Department:** Culture and Recreation. Community Services

2. **Description of One-Time Item:** Video on Volunteerism in Hamilton

3. **Justification for One-Time Item:**

Volunteer recruitment is the most fundamental component of an effective volunteer program. The Culture and Recreation Division has a variety of opportunities in each season for volunteers to explore. Based on the scope of the City's volunteer opportunities, the video will provide a visual account of volunteer activities with the benefit of promoting volunteer involvement. This promotion medium is not only an effective means to reach potential volunteer audiences, but our ability to easily duplicate the video presentation allows us to reach several audiences at the same time.

4. 2002 Costs

	Proposed 2002 Costs $
Description of Expenditures	
- production of volunteer video	$15,000
	$15,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$ 15,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Culture and Recreation - Community Services

2. **Description of One-Time Item:** Database for Recording of Volunteers

3. **Justification for One-Time Item:**

There are specific industry standards for the proper orientation and screening of volunteers. Currently the division has no means to monitor this industry standard. This technology will allow staff from various areas of the Corporation to effectively monitor the Corporation's volunteer program.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- purchase of a database to record volunteers	$30,000
	$30,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$ 30,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Corp Bldgs & Real Estate Community Services

2. **Description of One-Time Item:** Specialty Equipment/Vehicle Required for Building Audits

Explanation:

Facilities has acquired a capital asset renewal program. Over 700 buildings need to be audited to assess the condition of building components and systems to populate the database in order to use the information for ongoing capital renewal planning.

3. **Justification for One-Time Item:**

A vehicle and special equipment must be available and used by Facilities Planning Technician in order to travel to the various locations and do the audits on the buildings. Corporate Buildings and Real Estate is to charge back to the various departments the costs of our services. This program change as part of the building planning will be charged back as overhead to all buildings.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
Vehicle and Specialty Equipment	50,000
-	
-	
	50,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	0
Net Levy Impact	**$ 50,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Design and Construction, Community Services

2. **Description of One-Time Item:** Parkland Dedication By-Law

3. **Justification for One-Time Item:**

In consultation with the Planning and Development Department, funds are required to retain a consultant to undertake a comprehensive Parkland Dedication By-law review. This will take into account By-laws from the former municipalities and the possibility of consolidating them into one By-law.

The terms of reference will include but is not limited to:

- Parkland dedication policies, 5%, 1:300 and 2% provisions of the Planning Act
- Cash-in-lieu calculations standards, policies and standard clauses
- Official Plan/Draft Plan of Subdivision policies for parkland dedication and conveyance through the planning process, including standard clauses
- Parkland planning standards, including sizes, locations, configurations
- Parkland development and service standards
- Servicing requirements
- Parkland acquisition policies and procedures
- Community involvement in parkland development, including fundraising

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Consulting Fees	$ 65,000
	$65,000
Recoveries	
- Subsidies	
- Other Possible Recoveries	
	0
Net Levy Impact	**$ 65,000**

ONE-TIME ITEM FORM

1. **Division/Department:** HES FIRE, Community Services

2. **Description of One-Time Item:** Occupational Health and Exposure Program

3. **Justification for One-Time Item:**

A Request for Proposal is currently being drafted for the Occupational Health & Exposure Program, which is planned for implementation in early 2002. The preliminary estimate of the total funding was $250,000, with the first half ($125,000) of the funding approved for 2001. The balance is planned for funding in 2002.

Approved by Council, the long-term program was established in 1997, as an early warning system in the diagnosis of medical problems caused by the risk of Fire Suppression with exposure to biological, physical and chemicals. The program includes educating staff, data collection and data analysis regarding the monitoring of any changes to health resulting from exposure.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- O.H.E.P. Medical	$125,000
	$125,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$ 125,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Parks Division, Community Services

2. **Description of One-Time Item:** Forestry – Preparation of an "Urban Forest Management Plan"

3. **Justification for One-Time Item:**

The urban forest is a major contributor to the health of our city, contributing not only to environmental sustainability, (air, water, soil quality), economic development and personal health, but to community character and overall quality of life for its residents. **An "Urban Forest Management Plan" is required to provide co-ordinated strategic direction for the management of the City's urban forest infrastructure to ensure continued and maximised benefits from this significant community resource and appropriate management of inherent risks and liabilities.**

A management plan will:

- Assess the current condition of the urban forest and identify infrastructure management issues.
- Reaffirm Appropriate Service Level Standards and Program objectives
- Review and assess current Forestry service delivery system
- Recommend strategic actions for maximisation of benefits with available resources

The project's terms of reference should include, but not be limited to consideration of the following:

- Factors influencing the urban forest (i.e. disease, age, utilities etc.)
- Community response to the management of the urban forest (i.e. increased tree planting initiatives, air quality, customer requests etc.)
- Costs of managing the urban forest infrastructure (i.e. inventory, grid trimming, tree removals storm damage response, risk management etc.)

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Contractual Services (55916-445005)	$50,000
	$50,000
Recoveries	
- Subsidies	
- Other Possible Recoveries	
Net Levy Impact	**$50,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Parks (Parks Maintenance), Community Services

2. **Description of One-Time Item:** IPHP Program – Purchase of Operating Equipment Through Fleet

3. **Justification for One-Time Item:**

Council approved the concept of IPHP (Integrated Plant Heath Care Program) on October 2001, as part of the City of Hamilton's Pesticide Reduction Strategy. Additional equipment is required to allow enhanced cultural maintenance to parks and municipal open spaces, including aerification, topdressing, fertilization and overseeding.

NOTE: Annual cost to Parks from Fleet for use of this equipment is included on a separate Program Change Form, as the One Time Item form does not address annual operating impacts of the acquisition. If this One-Time Item is approved, then the corresponding Program Change of $11,380 for the annual cost of this equipment must also be approved.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Purchased through Fleet and charged back to Parks through 58970 CA-Vehicle Equip Expense - Top Dresser Bannerman 3 yd $16,000 - Aerifier Toro Pull Behind $15,000 - Overseeder $14,000 - Fertilizer Spreader Viscount $1,500 - Tractor 250 Ford PTO/Bucket $70,000 - Including taxes	$116,500
	$116,500
Recoveries	
- Subsidies - Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$116,500**

ONE-TIME ITEM FORM

1. **Division/Department:** Parks Division (Parks Maintenance), Community Services

2. **Description of One-Time Item:** Purchase of Operating Equipment (Sweeper) through Fleet

3. **Justification for One-Time Item:**

A sweeper for Bayfront & Pier 4 Parks will pick up geese droppings, debris and litter, thus, reducing the risk management issue of slips and falls on the prime waterfront trail walkway and parking lot, and enhancing park aesthetics.

NOTE: Annual cost to Parks from Fleet for use of this equipment is included on a separate Program Change Form, as the One Time Item form does not address annual operating impacts of the acquisition. If this One-Time item is approved, then the corresponding Program Change of $2,570 for the annual cost of this equipment must also be approved.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Purchased through Fleet and charged back to Parks through 58970 CA-Vehicle Equip Expense	
- Sweeper	$58,000
- Including taxes	
- Specs: Tennent 255 Sweeper 4' gas with	
- Curb broom, rear broom, dump hopper	
	$58,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$58,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Parks Division (Forestry), Community Services

2. **Description of One-Time Item:** Purchase of Aerial Bucket Truck through Fleet

3. **Justification for One-Time Item:**

An additional aerial truck would improve storm damage response and decrease the grid trimming cycle. This is aligned with Council's directive to increase tree trimming production, thus helping to reduce the grid trimming cycle from its current ten year cycle to approximately seven years.

NOTE: Annual cost to Parks from Fleet for use of this equipment is included on a separate Program Change Form, as the One-Time Item form does not address annual operating impacts of the acquisition. If this One-Time item is approved, then the corresponding Program Change of $41,810 for the annual cost of this equipment must also be approved.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Purchased through Fleet and charged back to Parks through 58970 CA-Vehicle Equip Expense	
- Aerial Bucket Truck	$175,000
- Including taxes	
	$175,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$175,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Parks Division (Administration), Community Services

2. **Description of One-Time Item:** Consultant for review of Maintenance Management System (MMS) for one-half of total cost

3. **Justification for One-Time Item:**

To review the City's existing maintenance management customer service inventory; work order and activity tracking systems with the intent of recommending to Corporate Management:

"A standardized set of corporate application software, which integrates seamlessly with the City's corporate financial software and delivers greater functionality and improved management tools to the operating departments in a timely basis."

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Contractual Services (55916-440005)	$20,000
	$20,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$20,000**

City of Hamilton
Nonrecommended 2002 One-Time Items "Detailed Sheets"

Attachment Four of FCS02059

ONE-TIME ITEM FORM

1. **Division/Department:** Waste Management (Waste Disposal), TOE

2. **Description of One-Time Item:** Site Fencing

3. **Justification for One-Time Item:**

To complete fence repairs as required at 11 closed landfill sites. Fencing is required to protect the public from potential hazards (ie. West Hamilton fence to eliminate access to train tracks), to reduce potential illegal dumping and to reduce liability concerns.

4. 2002 Costs

	Proposed 2002 Costs $
Description of Expenditures	
- Site fencing repairs (53051-512770)	$20,000
	$20,000
Recoveries	
	0
Net Levy Impact	**$20,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Waste Management (Waste Disposal), TOE

2. **Description of One-Time Item:** Ground Maintenance

3. **Justification for One-Time Item:**

One-time cost for the upgrade of the entrance to the landfill.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Ground Maintenance (54801-512780)	$30,000
	$30,000
Recoveries	
	0
Net Levy Impact	**$30,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Culture and Recreation, Community Services

2. **Description of One-Time Item:** Workstation Furniture

3. **Justification for One-Time Item:**

Corporate standard furniture is requested for Culture and Recreation staff at City Hall, 4th Floor, to replace current workstations. 36 workstations x $5,500 each = $198,000.

Work spaces and furniture assigned to the Culture and Recreation Division's Administration and Management staff, are sub-standard and require upgrading to improve the quality of the work environment, operational efficiency and to achieve compliance with set minimum standards.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- purchase of furniture	$198,000
	$198,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$ 198,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Finance and Administration, Community Services

2. **Description of One-Time Item:** Workstation Furniture

3. **Justification for One-Time Item:**

Corporate standard furniture is requested for Finance and Administration staff at City Hall, to replace current workstations. 2 workstations x $5,500 each = $11,000.

Work spaces and furniture assigned to Community Services, Finance and Administration's Management staff are sub-standard and require upgrading to improve the quality of the work environment, operational efficiency and to achieve compliance with set minimum standards.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Purchase of furniture	$11,000
	$11,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$ 11,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Corporate Buildings and Real Estate, Community Services

2. **Description of One-Time Item:** Removal of Grandstand Seating at Brian Timmins

3. **Justification for One-Time Item:**

The removal of the grandstand seating will reduce maintenance costs (through less wood replacement), improve the functionality by increasing on-site parking and lastly, better align the number of seats with expected, and proven attendance (500). This involves the removal and relocation of 2,500 seats to storage and remedial asphalt repair for ramp/parking at this location.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Removal and relocation	$40,000
- Contingency	$ 5,000
- Asphalt repair	$10,000
-	
-	
-	
	$55,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$ 55,000**

ONE-TIME ITEM FORM

1. **Division/Department:** Parks Division, Community Services

2. **Description of One-Time Item:** Workstation Furniture

3. **Justification for One-Time Item:**

Corporate standard furniture is requested for Parks staff at City Hall, 4th Floor, to replace current workstations.
17 workstations x $5,500 each = $93,500.00

Work spaces and furniture assigned to the Parks Division's Administration and Management staff are sub standard and require upgrading to improve, the quality of the work environment, operational efficiency and to achieve compliance with set minimum standards.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Office Equipment (53440-440005)	$93,500
	$93,500
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$93,500**

ONE-TIME ITEM FORM

1. **Division/Department:** Parks Division (Cemeteries), Community Services

2. **Description of One-Time Item:** Temporary Help, Re: Data Input to New Cemetery Database

3. **Justification for One-Time Item:**

Temporary staff will manually input cemetery records into the new Cemetery database.

4. **2002 Costs**

	Proposed 2002 Costs $
Description of Expenditures	
- Salaries – Outside Agencies (51003-492005)	$40,000
	$40,000
Recoveries	
- Subsidies	
- Other Possible Recoveries (i.e., salvage value)	
Net Levy Impact	**$40,000**

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

Finance & Corporate Services
Revenue Division

10.3

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Joseph L. Rinaldo, General Manager, Finance & Corporate Services
Date:	June 19, 2002	**Prepared by:**	Frank Carrocci, Director of Revenues 2058

SUBJECT: **Commercial / Industrial / Multi-Residential Capping (FCS02080) (City Wide)**

RECOMMENDATION:

That the attached draft By-law setting out the capping claw-back rates for 2002 taxation be submitted to Council for approval.

Joseph Rinaldo

Joseph L. Rinaldo, General Manager
Finance & Corporate Services

EXECUTIVE SUMMARY:

Council approved significant reductions in 2002 tax rates applicable to capped properties. As well, legislated changes to the capped amounts (an additional 5%), and treatment of new construction have acted to bring about further reductions to the total capping requirements.

Additional funding commitments included in the 2002 City Budget have mitigated the need for claw-backs from properties that experienced reduced taxes due to Current Value Assessment (CVA). Projections indicate that claw-back requirements can be eliminated fully beginning in 2003, and that annual funding requirements for recoveries will diminish.

BACKGROUND:

With the implementation of CVA in 1998, the Provincial government instituted capping protection for Commercial, Industrial, and Multi-Residential properties that experienced increases in taxes over 1997. This protection limited increases to 10% in 1998, and 5% every year since then. Municipalities were also required to either fund the reductions fully from the general tax base, or to recover the funding by 'clawing-back' from those properties that experienced decreases due to CVA.

The City of Hamilton has been permitted to utilize a combination of these sources to fund the recoveries. In 1998 to 2000 the former Region committed $4,000,000 per year to this, and in 2001 this was increased to $6,000,000 by the new City Council. The 2002 budget includes a total of $10,000,000 for this purpose.

A detailed analysis of the capping requirements for 2002 indicates that this level of funding will provide significant levels of tax reduction to those properties that experienced a CVA reduction (but which were held back due to 'claw-back' requirements), and that 'claw-backs' are likely not to be required in 2003 (depending on the results of 2003 CVA changes, and further changes in tax rates).

ANALYSIS OF ALTERNATIVES:

2002 vs. 2001 Capping Requirements (Table I):

A combination of factors have joined to reduce the capping (and claw-back) requirements for 2002.

- The tax rates for Commercial and Industrial properties have been reduced significantly with Council's further implementation of the Business Tax Reduction **(BTR)** plan. Specifically, this resulted in a 5% reduction in Commercial properties, 9.3% for Industrial and 10.6% for Large Industrial properties in 2002. This means that the full CVA rate for properties that are subject to capping is at a reduced level, and therefore capping credits are effectively reduced.
- Secondly, the Province has accelerated the rate Business Education Reductions **(BET)** for the Industrial sector (originally planned as an eight year phase-in), and reduced the Commercial Education rate by matching City reductions from tax ratio reductions. These rate reductions impact on the full CVA tax rates for properties that are subject to capping credits and effectively reduce the amount of recoveries required.
- Capping requirements are essentially a phase-in of increases, and any property that had CVA increases and therefore received a capping credit in 2001 received a smaller credit for 2002. Taxes on these properties are allowed to increase at 5% per year.
- Staff determined that there was an error imbedded in the capping formula that applied to properties that previously had most of their assessment within the band one rates for both Commercial and Industrial properties. Had Commercial and Industrial rates increased from the 1998 levels this error would have worked itself out of the equation by now, however, with the reductions that have been made to these rates, the differences have been exacerbated to the point where in some cases the tax liability has been reduced from the 1997 levels. These errors have been removed from the formula for 2002 application – in some cases this results in what appear to be significant increases in 2002, however the more accurate

interpretation of these changes is that the properties involved have been under-billed for the past several years.

'Claw-back' Funding Requirements (Table I):

The following provides a summary of the net funding requirements, as approved for 2002, and projected needs over the next four years. The 2002 rate structure and assessments have been used for the forecast. Further BTR and/or BET rate reductions will improve the outlook, however changes in assessments may offset this.

	Commercial Capping	Industrial Capping	Multi-Residential Capping	Total Capping	Funding	Claw-backs
2002	(9,585,265)	(769,031)	(433,632)	(10,787,929)	10,000,000	905,553
2003	(7,721,201)	(629,393)	(298,148)	(8,648,742)	8,648,742	0
2004	(6,034,292)	(533,760)	(198,161)	(6,766,213)	6,766,213	0
2005	(4,503,104)	(447,658)	(144,311)	(5,095,074)	5,095,074	0
2006	(3,219,362)	(372,817)	(104,387)	(3,696,566)	3,696,566	0

A complete by Ward analysis of capping credits and 'claw-backs' for 2002 is provided on TABLE I attached.

For 2002 the funding has been applied to eliminate Industrial claw-backs, reduce Multi-residential to 50% of the 2001 requirements, and the balance to Commercial. The 'claw-back' percentages have been rounded – leaving a small residual which will serve as a funding source for changes that occur as a result of assessment changes during the year. The percentages that were used for final tax billing were 4.25% for Commercial, and 63% for Multi-Residential. These percentages are applied to the net year over year change from 2001 to 2002.

Average Reductions (Table II, Table III, & Table 1V):

The BTR plan provided a rate reduction of 5% for Commercial properties, 9.3% for Industrial, 10.6% for Large Industrial. These reductions do not apply equally for all capped properties. Where the property is subject to capping protection there is a 5% increase as a result of the capping credit phase-out program. On the other side of the equation a number of properties have experienced significant reductions as a result of the 'claw-back' reductions noted above.

Table II – Net Commercial / Industrial taxes 2001-2002-06-19:

A ward analysis of the net changes as a result of BTR, BET, and Capping/'Claw-back' requirements have changed property taxes for Commercial and Industrial taxes across the City. The overall average reduction was 8.9% for Commercial properties and 12.89%.

Table III – 'Claw-back' Properties:

A more detailed view of how the reductions have impacted on properties that were subject to 'claw-backs'. The net reductions for these properties alone amounted to 12.7% for Commercial and 13.7% for Industrial on a City-wide basis. Individual ward reductions depend largely on how the assessments in those wards shifted due to reassessments in both 1998 and 2001.

Table IV: BIA Analysis:

This Table provides a three year comparison of taxes within the BIA's. The most significant reductions have occurred within the Downtown, Barton, and International Village BIAs. In some cases there were minor increases experienced even though the Commercial tax rates have been reduced over the last two years – in those situations the properties were generally subject to capping increases as a result of CVA in 1998 and 2001 and the rate reductions have served to temper what should have amounted to a 10.25% increase from 2001 to 2002.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The funding commitment of $10,000,000 in the 2002 budget has been used to mitigate 'claw-back' requirements for capped properties. It is anticipated that beginning in 2003 'claw-backs' will no longer be required and that this funding commitment can be reduced.

POLICIES AFFECTING PROPOSAL:

Provincial Legislations that requires properties with tax increases to be protected by capping, and for recoveries from properties with reductions

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

The capping calculations require that the Municipality maintain a 'Frozen Assessment Listing" of all properties that are eligible for capping. This roll is maintained, on the City's behalf, by the Ontario Property Tax Assessment (OPTA – a Provincially sponsored agency). All calculations are performed based on assessment data base as supplied by OPTA in comparison to the current year's assessments provided by the Municipal Property Assessment Corporation (MPAC).

CITY STRATEGIC COMMITMENT:

The City's BTR plan, combined with additional funding commitments to reduced capping recovery requirements have served to reduced Commercial and Industrial taxes – thereby making the City more sustainable in terms of retaining, and attracting business.

Table I to FCS02080

2002 Capping Credits and Clawbacks (by Ward)

Ward	Commercial Cap	Industrial Cap	Multi-Res Cap	Commercial Claw	Industrial Claw	Multi-Res Claw
1	(522,239)	(159)	(20,635)	26,369	-	22,570
2	(281,020)	(18,933)	(156,483)	208,631	-	72,810
3	(241,663)	(23,182)	(53,306)	89,657	-	11,735
4	(122,550)	(31,491)	(77,295)	125,175	-	10,817
5	(464,719)	(42,427)	(3,031)	83,027	-	23,863
6	(242,503)	(56,342)	(14,126)	34,710	-	11,905
7	(2,504,345)	-	(39,954)	34,662	-	19,424
8	(228,558)	(2,453)	(6,142)	17,133	-	6,651
9	(413,103)	(19,614)	(28,652)	19,812	-	8,710
10	(275,763)	(102,219)	(1,037)	27,829	-	3,143
11	(923,500)	(133,636)	(7,601)	9,960	-	-
12	(1,257,344)	(67,928)	(2,495)	11,997	-	43
13	(501,427)	(17,612)	(20,188)	5,287	-	6,326
14	(404,347)	(121,656)	-	9,397	-	-
15	(1,202,185)	(131,378)	(2,685)	3,132	-	780
Total	**(9,585,265)**	**(769,031)**	**(433,632)**	**706,779**	**-**	**198,774**
Clawback Rates				**4.25%**	**0%**	**63%**

TABLE IV to FCS02080

Analysis of year over year tax changes - BIA's 2000 to 2002

BIA	Taxes Levied per year			2002/2000
	2000	2001	2002	Increase/ <Decrease> %
Barton Village	1,559,240	1,321,232	1,173,085	-24.77%
Concession	1,196,905	1,192,039	1,175,198	-1.81%
Downtown	7,563,624	6,219,365	5,012,114	-33.73%
Dundas	849,246	853,365	869,878	2.43%
International Village	2,195,773	2,001,417	1,753,309	-20.15%
King Street West	403,133	404,466	393,775	-2.32%
Main Street West	469,872	464,052	451,705	-3.87%
Ottawa Street	1,015,520	992,286	935,176	-7.91%
Stoney Creek	291,782	302,791	298,645	2.35%
Waterdown	1,989,292	2,054,660	2,131,702	7.16%
Westdale	664,129	672,059	671,128	1.05%
Total All Bia's	**18,198,516**	**16,477,732**	**14,865,716**	**-18.31%**

Authority: Item , Name of Committee
Report
CM: Date

Bill No.

CITY OF HAMILTON

BY-LAW NO. __________

To Limit Property Tax Capping

WHEREAS sections 447.65 and 447.68 respectively of the Municipal Act provide for a cap which determines the maximum taxes for which particular classes of real property are liable during the fiscal years 2001 and 2002.;

AND WHEREAS sections 447.67 and 447.69 respectively empower the City to enact a by-law to establish a percentage by which tax decreases under sections 447.65 and 447.68 shall be limited in respect of properties in any property class. ;

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

1. Recovery for 2001

1.1 For the purposes of section 447.67 of the *Municipal Act,* in order to recover all or part of the revenues foregone as a result of the application of section 447.65 of the Act to properties within the property classes specified in Schedule “A” to this By-law, the percentage by which tax decreases for 2001 in respect of properties subject to Part XXII.3 of the Act shall be, and be deemed to have been, limited shall be as set out in the column headed “2001 Decrease” in that Schedule.

1.2 Section 1.1 shall apply to all properties in the property class whose taxes for municipal and school purposes for 2000, as determined under subsection 447.65 (2) of the *Municipal Act*, exceed their taxes for municipal and school purposes for 2001 as adjusted in accordance with the regulations in respect of changes in taxes for municipal purposes and changes in taxes for school purposes.

1.3 The purpose of this section is to clarify the respective rights and obligations of the City and all persons liable for tax during the fiscal year 2001.

1.4 This section shall be deemed to have come into effect on January 1, 2001.

2. **Recovery for 2002**

2.1 For the purposes of section 447.69 of the *Municipal Act,* in order to recover all or part of the revenues foregone as a result of the application of section 447.65 of the Act to properties within the property classes specified in Schedule "A" to this By-law, the percentage by which tax decreases for 2002 in respect of properties subject to Part XXII.3 of the Act shall be limited shall be as set out in the column headed "2002 Decrease" in that Schedule.

2.2 Section 2.1 shall apply to all properties in the property class whose taxes for municipal and school purposes for 2001, as determined under subsection 447.68 (2) of the *Municipal Act,* exceed their taxes for municipal and school purposes for 2001 as adjusted in accordance with the regulations in respect of changes in taxes for municipal purposes and changes in taxes for school purposes.

3. **Saving**

(1) In the event that a provision of this By-law is held to be void or unenforceable by a final judgment of a court of competent jurisdiction, the remaining provisions of this By-law shall remain in effect unamended.

(2) In the event that one or more of the percentages specified in Schedule "A" is found by a court of competent jurisdiction to exceed the percentage decrease that the City may establish under subsections 447.67(1) or 447.69(1) of the Municipal Act, then Schedule "A" shall be deemed to have always provided that the percentage decrease shall be the maximum percentage allowable under those sections, as determined by that Court.

(3) Where subsection (2) applies, any excess tax collected by the City in respect of a property shall be applied to the taxes payable in respect of that same property in the next following fiscal year.

SCHEDULE "A"

Property Class	**2001 Decrease**	**2002 Decrease**
Commercial	39 per cent	4.25 per cent
Industrial	23.5 per cent	0
Multi-residential	17 per cent	63 per cent

PASSED and ENACTED this day of , 2002.

____________________________ ____________________________

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

10.4

FINANCE AND CORPORATE SERVICES DEPARTMENT
Corporate Management Services - Investments

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Joseph L. Rinaldo, General Manager
Date:	June 27, 2002	**Prepared by:**	Gerry T. Boychuk x4321 Chief Investments Officer

SUBJECT: **City of Hamilton $60,000,000 Serial Debentures Dated July 12, 2002, Maturing July 12, 2003-2017 (FCS02082) (City Wide)**

RECOMMENDATION:

(a) That report FCS02082 "City of Hamilton $60,000,000 Serial Debentures dated July 12, 2002, Maturing July 12, 2003-1017", be received for information.

(b) That the City Solicitor be authorized to prepare and submit to Council for approval the necessary By-Laws.

Joseph Rinaldo

Joseph L. Rinaldo, General Manager
Finance & Corporate Services

EXECUTIVE SUMMARY:

In the current low interest rate environment external debenturing provides a cost-effective tool to capital financing needs of the City of Hamilton. The proceeds of this financing, fully or partially, funds projects listed on the attached Schedule A to FCS02082 under Authorizing Resolutions, Reports FCS01042/1042(b) and FCS02036.

BACKGROUND:

The City of Hamilton placed a debenture issue on June 27, 2002, with its underwriters CIBC World Markets Inc. and RBC Dominion Securities for an all-in yield of 5.955% for 15 years. The financing closes July 12, 2002 with associated By-laws being submitted to Council for its July 10 meeting.

Short-term interest rates have been going up in Canada with the Bank of Canada poised to increase rates again in July. However, the American and Canadian Equity Markets have been in turmoil. For example, the Toronto Index Return was approximately 12.5% early March and as of June 27 returned -8.0% for the first six months: a loss of 20.5% for the second quarter. This created a flight to quality with investors looking to buy government bonds as corporate bonds have been performing extremely poorly with spreads widening. This allowed Hamilton to issue at lower spreads to Canada's than our two previous issues. We bettered the previous 15 year Serial Debenture by an average 8.25 basis points with a range of 1-12 basis points. This flight to quality decreased spreads for Ontario bonds and Hamilton's relative spread decreased.

The spread opportunity combined with a market rally for government bonds allowed the issuance of these debentures at highly favourable all-in rates. The all-in rate would have been approximately 40-50 basis points higher in March and bond rates have not been this low since late January. These conditions, plus the favourable market demand for issuing long-term debt presented a unique and advantageous opportunity to fund at this time.

We were able to issue a $25,775,000 in over ten-year term to fund long-term projects. As well, the average rate for the 1-10 year portion of the issue was 5.442% versus an average rate of 5.788% for our last ten-year serial debenture in October, 2001. This compares very favourably to a Region of Niagara 1-10 year Serial Debenture that settled on June 27, 2002 at an average rate of 5.51% which was significantly overweighted in the 5 year term biasing their overall rate downwards.

DEBT BY YEAR
CITY OF HAMILTON SERIAL ISSUE
JULY 12, 2003-2017

YEAR	DEBT	ANNUAL RATE
2003	$2,627,000	3.925%
2004	$2,778,000	4.394%
2005	$2,938,000	4.751%
2006	$3,107,000	5.080%
2007	$3,286,000	5.275%
2008	$3,475,000	5.539%
2009	$3,674,000	5.702%
2010	$3,886,000	5.829%
2011	$4,109,000	5.929%
2012	$4,345,000	5.991%
2013	$4,595,000	6.073%
2014	$4,860,000	6.137%
2015	$5,139,000	6.192%
2016	$5,434,000	6.248%
2017	$5,747,000	6.304%
OVERALL	$60,000,000	5.955%

ANALYSIS OF ALTERNATIVES:

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

POLICIES AFFECTING PROPOSAL:

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

CITY STRATEGIC COMMITMENT:

In summary, the placement of this successful debenture issue reflects the continuing confidence of investors in the City of Hamilton

CITY OF HAMILTON

SCHEDULE "A" TO BY-LAW NO.
TERM: 15 YEARS

(1) PROJECT	(2) TERM IN YEARS	(3) AUTHORIZING RESOLUTION	(4) PERMITTED REFINANCING LIMITS ($)	(5) DEBENTURES TO BE ISSUED ($)
2001 Projects				
Roads (3 yr. Capital Avg.)	15	Item 3.1, c to e FCS01042/1042(b) Committee of the Whole Report approved by Council 12-Jun-01	16,794,000	16,541,000
Downtown Initiatives	15		1,500,000	1,500,000
Brampton Street Landfill Remediation	15		500,000	500,000
Reconstruction of Wentworth Lodge Phase 2 to 4	15		949,000	949,000
Fire - Station #1	15		1,500,000	1,500,000
Rennie Street Landfill Remediation	15		9,900,000	4,900,000
SubTotal			31,143,000	25,890,000
WIPS				
New Station #9 Design and Construction - 2000	15	Item 28, n FCS02036 Committee of the Whole Report approved by Council 23-May-02	2,370,000	2,000,000
New Station #10 Design and Construction - 2000	15		1,750,000	1,750,000
Station #1 - Renovate and Refurbish - 2000	15		500,000	500,000
Annual Resurfacing Program 2000	15		16,510,000	6,676,000
Subtotal			21,130,000	10,926,000
Area Municipality WIPS				
Stoney Creek Town Square (Jones & King) - 1999	15	Item 28, n FCS02036 Committee of the Whole Report approved by Council 23-May-02	3,771,000	880,000
Stoney Creek Margaret- Hwy #8 - Millen - 1999	15		120,000	120,000
Subtotal			3,891,000	1,000,000
2002 Projects				
Claremont Access	15	Item 28, n FCS02036 Committee of the Whole Report approved by Council 23-May-02	6,500,000	4,365,000
Expressway	15	Item 28, p FCS02036 Committee of the Whole Report approved by Council 23-May-02	79,100,000	17,819,000
Total Schedule A			**141,764,000**	**60,000,000**

SECTION 11

SECTION 12

SECTION 13

CITY WIDE
IMPLICATIONS

CITY OF HAMILTON

13.1

SOCIAL AND PUBLIC HEALTH SERVICES DEPARTMENT
PROGRAM DELIVERY DIVISION

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Joe-Anne Priel, General Manager
Date:	June 28, 2002	**Prepared by:**	Vicki Woodcox x4827

SUBJECT: **Wentworth Lodge - Request For Expression Of Interest (City Wide)(SPH02020)**

RECOMMENDATION:

That Report SPH02020, Wentworth Lodge - Request for Expression of Interest, be received for information.

Vicki Woodcox

Joe-Anne Priel, General Manager
Social & Public Health Services

EXECUTIVE SUMMARY:

This report provides a "Request for Expression of Interest" (RFI) for Wentworth Lodge as directed by City Council.

BACKGROUND:

On May 29th, 2002, City Council agreed to proceed with the reconstruction of 160 beds at Wentworth Lodge with a future capital commitment of $18,779 million. Concurrently, staff were requested to "investigate with not only the Provincial Ministry of Health but also, non-profit service providers in the community, any possible options for the provision of equivalent facilities and/or operations".

In response to this request, staff have prepared a "Request for Expression of Interest" for Wentworth Lodge (Appendix A). This RFI is broadly defined (potential charitable support, creative financing, shared partnership), to ensure a variety of alternatives are forthcoming from both the non-profit as well as the private sector of the community. The information provided will be used by the staff to explore further options available to the City. The RFI will be placed in the At Your Service section of the Spectator on July 12, 2002, and responses may be submitted to the Purchasing Department up to and including August 2, 2002.

ANALYSIS OF ALTERNATIVES:

N/A

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Staff from the Social & Public Health Services Department consulted with Finance & Corporate Services, Legal Services & Corporate Counsel, and Community Services.

CITY STRATEGIC COMMITMENT:

The proposed Request for Expression of Interest for Wentworth Lodge has the potential to contribute towards the Vision 2020 Sustainable Community goal of improving the City of Hamilton's livelihood through investigating alternative economic strategies with existing business partners within our community. There is an expectation that the excellent quality of care currently received by the residents at Wentworth Lodge will be maintained.

APPENDIX 'A'

REQUEST FOR EXPRESSIONS OF INTEREST RE WENTWORTH LODGE

The City of Hamilton operates the above long term care home for the aged on a 9.57 acre property at 41 South Street West, Dundas, Ontario. The facility has run for some years at a substantial deficit, and the buildings comprising Wentworth Lodge require extensive modernization and refurbishment to return them to the state that senior citizens of Hamilton may reasonably expect and demand. The City Council is committed to maintaining this facility in operation, on the following terms:

- providing excellent quality care for at least 160 residents within the Hamilton area;
- the facility must comply with the *Homes for the Aged & Rest Homes Act,* all other relevant provincial standards and industry best practices a municipal home for the aged;
- at least 40% of available beds to be allocated to standard accommodation;
- open to residents on a non-discriminatory basis.

Subject to the above, the City seeks non-binding expressions of interest from government, private sector, profit and non-profit organizations, and individuals interested in participating in any aspect of the redevelopment of the Wentworth Lodge facility or in its on-going operation.

The overall goals of this *Request for Expression of Interest* are to enhance the viability of Wentworth Lodge and to ensure its long term operation. Accordingly, the City seeks expressions of interest from the widest range of potential participants who are willing to play a key role in perpetuating this socially worthwhile venture. Information is sought with respect to:

- potential charitable support (whether by way of donation or fund raising);
- creative financing options offering a lower aggregate cost of funds to the City than more traditional arrangements;
- enhancing the efficiency of the operations of the Lodge while maintaining existing service;

- in-kind contribution towards the modernization and refurbishment of the buildings;
- assumption of responsibility for day-to-day management of the facility within policies and requirements agreed with the City.

The information provided will be used by the City to explore further options.

To respond to this Request for Expression of Interest, please send a written proposal in a sealed envelope addressed to the Manager of Purchasing, City of Hamilton, Standard Life Building, 9th Floor, Suite 900, 120 King St. West, Hamilton. L8P 4V2 will be received (at only the Purchasing Department) up to and including 11:00 AM Hamilton time on Friday, August 2, 2002.

Additional information relating to Wentworth Lodge may be obtained by written request addressed to the Purchasing Manager, to be at the above address prior to July 25, 2002.

SECTION 14

SECTION 15

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

15.1

HUMAN RESOURCES DEPARTMENT
Organizational Development
-and-
FINANCE & CORPORATE SERVICES
Financial Services/Corporate Management Services

Report to:	Mayor and Members Committee of the Whole	**Submitted by**:	Catherine Graham, General Manager Joseph L. Rinaldo, General Manager
Date:	June 25, 2002	**Prepared by:**	Elizabeth Bourns X2630 Tamara Foell X2655 Rick Male x4157 Joan Weatherhead x2609

SUBJECT: **Remuneration and Office Expenses for Elected Officials (HUR02008/FCS02081) (City Wide) - Respecting Outstanding Business Item (A)**

RECOMMENDATION:

a) That a Citizens' Committee be appointed to review:

  i) remuneration for elected officials and recommend salary levels and a methodology for annual adjustments;

  ii) reviewed the options for the one-third tax free portion; and

  iii) review the office/administration budgets of councillors and related constituency needs and develop a policy for the establishment of such budgets.

b) That the Terms of Reference, attached as Appendix "A" to Report HUR02008/FCS02081, be adopted to guide the work of the Citizen's Committee.

c) That $20,000 be funded from the Tax Stabilization Reserve to provide consultancy and other support to the Committee.

d) That the City Clerk be authorized and directed to advertise for citizen volunteers as per the City's existing policy on Citizen Appointments.

A Graham
Catherine Graham, General Manager
Human Resources

Joseph Rinaldo
Joseph L. Rinaldo, General Manager
Finance & Corporate Services

EXECUTIVE SUMMARY:

The Governance Recommendation Report, approved by the Transition Board, dated August 15, 2000, considered, among other things, the issue of appropriate compensation for elected officials. The Board noted that the new city structure, and the resultant decrease in the number of elected representatives, warranted a salary of $100,000 for the new City of Hamilton Mayor and $50,000 for new Councillors. The Board cited the 33% tax-free portion as being equivalent to 31% of the current base rate for the Mayor and 19.5% of current base rate for councillors, which effectively brought the figure up to $131,000 and $59,750 respectively. The Board concluded those figures appropriate as they were within the range proposed by citizens and community groups who commented on the issue of remuneration for elected officials.

Further, the Transition Board's recommendations proposed that salaries for both the Mayor and Councillors be adjusted annually by the "Lesser of the Cost of Living Index or 5%" and that base compensation be reviewed six months prior to the end of each Council's term of office.

In response to these mandates, Human Resources staff contacted a number of municipalities to measure those recommendations against prevailing practices elsewhere, as well as to identify any other options in establishing first, a base salary for elected officials and, second, identifying a viable "best practices" review mechanism.

Our survey revealed there is no consistent method of establishing rates or annual adjustments, but there appear to be several "favoured" methods, which are outlined below. The most favoured option includes community input.

A third issue, considered concurrently with the above two, is the impact of eliminating or retaining the 1/3 non-taxable allowance currently received by elected officials. Changes in the Municipal Act, 2001, will precipitate a requirement to pass a resolution prior to December 31, 2002, confirming Council's intention to retain this benefit.

Each of these three issues is addressed in greater depth below.

The Governance Report also recommended an office budget allocation of $135,000 (including Councillors' compensation) for each of the 15 councillors. A combination of staff recommendations and Council adjustments resulted in an increase to $142,760 for the office budget allocation for the year 2001. Adjustments for the Cost of Living index and increased benefit costs increased this allocation to $145,150 in 2002.

During deliberations for the 2002 Budget, Council requested that the office budgets and policies governing expenses for legislative budgets be reviewed by a citizen's committee. As such, this review has been incorporated in the Terms of Reference for the committee.

BACKGROUND:

Base Compensation:

Human Resources contacted eleven Ontario municipalities, as well as the Cities of Vancouver and Edmonton, to identify trends or preferred methods of establishing base compensation, annual indexing and the 1/3 tax-free portion of salary for elected officials.

Of the nine municipalities which responded, the preference was for a Citizens' Committee. A Citizens' Committee has the advantage of being viewed as arms length, independent and in closer alignment with public opinion, therefore, more likely to receive greater acceptance. Other municipalities preferred to use the services of a Consultant and one established its rates in-house using data provided by comparator municipalities. The City of Ottawa had its rates established by the Transition Board. The City of Mississauga reviews its base rate annually using "the increase in population from the previous year" based on a formula, which multiplies the increase by 10 cents per capita divided by the number of Councillors.

Benefits as part of total compensation:

Benefits are a significant part of overall compensation and because the majority of both public and private sector employers provide benefit packages, it is recognized that individuals who serve as elected officials should not be penalized by having benefit coverage interrupted or curtailed while serving their community. In recognition of this the City of Hamilton provides an extensive benefit package as part of total compensation. Surveys indicate other municipalities have a variety of practices from no benefits to full entitlement. The terms of reference (attached) indicate that the committee should recognize that the benefits currently provided form an integral part of compensation for elected officials.

Annual Indexing

There are several methods applied in identifying cost of living adjustments, ranging from a complex formula of establishing average increases from employment for residents across all industries in the local economy (Edmonton and Vancouver), to the more obvious methods which reflect adjustments similar to those provided to either the non-union group of employees or those awarded through collective bargaining. Still others provide adjustments directly linked to the Consumer Price Index for the Province of

Ontario and across Canada. One municipality (Halton) uses these two indices in conjunction with the average of a number of pre-identified job classes in the municipality.

The City of Mississauga adjusts its base rate annually as outlined above, as well as, awards annual increases based on those received by full-time non-union staff.

Expense Allowance for Elected Officials

Under current tax legislation, one third of a councillor's total remuneration can be excluded from income.

Currently, the Mayor and Council members are receiving one-third of their remuneration as non-taxable as provided by federal tax legislation and non-pensionable for the purpose of OMERS benefits. On December 11, 2001, the new Municipal Act was passed by the Ontario Legislature. In order to provide flexibility to local municipalities the new Act makes the deemed one-third expense allowance for council and local board members optional. As of January 1, 2003, it will no longer apply unless council passes a resolution prior to January 1, 2003, to maintain it. If a resolution is not enacted then all of the remuneration will become taxable under the federal income tax rules as well as pensionable for OMERS.

There are no provisions in the new Act to provide elected officials, on an individual basis, the choice of fully taxable or one third exempt remuneration. Nor are there provisions for subsequent councils to reinstate the one-third expense allowance. However, if a resolution is passed to continue the one third expense allowance then subsection 283 (7) requires that each subsequent council review the by-law at a public hearing at least once in its three year term.

COUNCILLOR OFFICE BUDGETS

During the 2002 Tax Budget deliberations Council requested to have the issues surrounding the size and adequacy of Councillor Budgets referred to a Committee for review and study. The intent was to have a third party review the issues surrounding effective communications, ward area and population, etc. and develop appropriate recommendations as to what the appropriate budget level should be and whether or not differences should be permitted between wards. Currently all councillors are given an office administration budget of $142,760 and allowable expenses are guided by the approved policy set out in report FCS02046.

Staff proposed an increase of $9,500 to this allocation to cover computer leasing and maintenance costs and to make provision for postage and printing costs. These changes were recommended to comply with corporate policy to budget for these costs in the program budgets. Council made further revisions to this budget allocation by transferring telephone costs and training and parking costs for administrative staff to the common costs budget. These changes resulted in a budget of $142,760 for each Councillor's office for the year 2001. Adjustments in the year 2002 for the "cost-of-

Living" index and increased benefit costs resulted in a budget of $145,150 for the year 2002.

During deliberations for the 2002 Budget, Council requested that the office budgets and policies governing expenses for legislative budgets be reviewed by a citizen's committee. As such, this review has been incorporated in the Terms of Reference for the committee.

ANALYSIS OF ALTERNATIVES:

COMPENSATION

Option 1 - Comparator Group

Using a comparator group of municipalities was the basis for establishing the City's new non-union salary schedule. The data were collected and analysed by a Consultant who recommended the comparator municipalities as well as the methodology. The compensation policy is intended to reflect market competitiveness, internal equity and to maintain base salaries at the 50 - 65th percentile of the comparator group. This approach was endorsed by Council in June 2001.

A similar approach for elected officials would see a comparison made to the same comparator group of municipalities and a rate established based on a similar targeted percentile.

Costs would be primarily staff time engaged in surveying the comparator group and analyzing data. This option does not provide for community input.

Option 2 - Citizens' Committee

This option which was also recommended by the Transition Board was the most favoured in the survey. However, a Citizens' Committee in all cases was provided with extensive input/support from either the Compensation area of Human Resources and/or the services of a Consultant in order to obtain meaningful and accurate market data on which to formulate its recommendations for both base salary and annual indexing.

The advantages of a Citizen Committee are that it would ensure independence and objectivity. The costs incurred would be staff time spent assisting the Committee, associated hospitality and the cost of a consultant to facilitate the Committee and provide expert assistance. Consulting support would include the facilitation, documentation and presentation of survey results and preparation of a report to Council on the Committee's recommendations for compensation.

A Citizen's Committee can be constituted in several ways; (a) advertising in the local press for citizens-at-large; (b) approaching the business community through the Chamber of Commerce, local labour organizations and academia; or (c) appointing community members well known for their community work. Each of these models have been used with varying degrees of success in other jurisdictions.

Option 3 - Engaging Services of a Consultant

This option is not used extensively; however, there are benefits to using a Consultant with in-depth knowledge of municipal governments across both Ontario and Canada. A Consultant with established contacts is a useful and expeditious resource in identifying comparable rates in the public sector. Conversely, the services of a Consultant may be viewed by taxpayers as less objective if not combined with an independent Citizens' Committee, as in option 2.

The cost of this option is anticipated to be $15,000.

Option 4 - Status Quo

This option would see a continuation of the current practice, including annual Consumer Price Index adjustments in keeping with the Transition Board recommendation.

In August 2000, the Transition Board recommended the following rates for elected officials: $100,000 for the City Mayor and $50,000 for Councillors. Applying the recommended adjustments for 2002 has resulted in current rates of $102,504 for the Mayor and $51,251 for Councillors. One-third of these amounts are not subject to tax as allowed under current tax legislation.

The costs associated with this option are limited to staff time in collecting the appropriate Consumer Price Index data and applying it to the salaries. This option does not provide for community input.

Option 5 - Average Earnings of City Residents

This is a more complex method but one used in the City of Vancouver. The formula includes collecting average earnings for the Province from the last census for all earnings generated from full-time/full-year employment for all industries, including earnings derived from unionized and non-unionized labour, public and private sector work and self-employment earnings, then inflating that figure to current year. The aim of the methodology used is to approximate, as closely as possible, the average earnings from employment of residents. It was decided that the annual percent increase of average earnings from employment is a better indicator of growth than percentage increases in the Consumer Price Index.

While an intriguing option it is not recommended due to the costs associated with collecting and analyzing the data. It is not an approach that is readily or easily communicated, nor does it provide an opportunity for community input.

Expense Allowance for Elected Officials

Under regulations contained in the new Municipal Act, Council must reaffirm their desire to continue receiving one-third of their remuneration as non-taxable on or before December 31, 2002. If no action is taken then the entire remuneration will become taxable under federal tax legislation and pensionable under the OMERS act. Once this is eliminated it cannot be reinstated at a later date

If Council decides to retain the one-third expense allowance and maintain the current level of compensation then the benefits and costs to provide these benefits will remain at the current level.

Elimination of the one-third expense allowance affects the level of benefits and the cost of providing these benefits. Councillors will be required to pay additional income tax and OMERS contributions resulting in less disposable income but an increase in OMERS pension. There will also be a cost to the corporation to fund the employer's share of OMERS contributions and employer health tax. Council could decide to increase the gross compensation paid to elected officials to fully or partially compensate them for the decrease in disposable income (due to increased OMERS contributions and income tax). In order to fully offset the impact to elected officials, gross compensation would have to be increased by 19.5% for Councillors and 31% for the Mayor. However this would necessitate an increase in the base budget of $230,650 to offset the increase level of remuneration and the employer share of OMERS and EHT.

COUNCILLOR OFFICE BUDGETS

Option 1 – Do Nothing

Council could maintain the existing policies and budget levels in recognition of the fact that the entire legislative budget (individual budgets plus common costs) did not have a significant cost overrun. However, some concerns were raised between wards which had significant under or over spending and that not all wards are the same either in terms of size/area, population or demographics.

Option 2 – Refer Matter to Third Party

Since the original policy proposal was developed by staff and a Citizens Committee was being established to review compensation, it was considered appropriate and timely that the issues of councillor ward budget also be referred to the committee.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Staff time associated with supporting the Citizen Committee and the costs associated with the retention of a consultant to conduct a survey/undertake the research and provide data analysis. Costs are anticipated to be approximately $ 20,000 and can be funded from the Tax Stabilization Reserve.

There are no additional costs associated with maintaining the one-third expense allowance for councillors.

POLICIES AFFECTING PROPOSAL:

At the request of Council, the proposed Terms of Reference incorporate a review of the Policies for Eligible Expenses for Legislative Budgets (Appendices C, D and E to report FCS02046).

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

CITY STRATEGIC COMMITMENT:

The City is committed to fair and equitable compensation practices for its employees and elected officials, recognising the contributions that both make to the well being of the community

CITY OF HAMILTON
REVIEW OF COUNCILLORS' REMUNERATION & OFFICE EXPENSES

TERMS OF REFERENCE

PURPOSE:

To appoint a Citizens' Committee to review and establish Elected Officials remuneration, office budgets and policies governing expenditures for the legislative area, and develop a policy for future market adjustments.

ACCOUNTABILITIES:

Supported by an External Consultant, the Committee will provide recommendations on base compensation for Elected Officials, and develop a policy for future market adjustments for Council's consideration. This will include a recommendation about the tax-free portion of elected officials' remuneration, in keeping with the requirements of the Municipal Act, as amended

In developing its recommendations, the Committee will recognize that benefits currently provided to Elected Officials constitute an integral part of the overall compensation package.

In reviewing Councillor's administrative budgets, the committee will have regard to and give consideration to the following issues:

- Approved policy for allowable councillor expenses;
- Population of electoral wards;
- Geographic size;
- Other demographic and ward issues, as appropriate.

FUNCTIONS:

- Reflect on fiscal and corporate objectives as outlined in the Compensation report for non-union staff and the report on allowable councillor expenses.
- Interview all members of Council
- Review the matter of compensation as it relates to public office .
- Enable compensation adjustments to be made on a prudent and regular basis.
- Ensure that office / administration budgets and related policies are adequate for ward councillors to carry out their duties and communicate effectively with constituents on business.
- Ensure budgets reflect the requirements of varying wards (e.g., urban vs. rural issues)
- Review data and proposals submitted by External Consultant
- Oversee preparation and presentation of a final report and recommendations to Council for its approval

MEMBERSHIP:

The Committee will consist of 7 members selected from the community, based on expressions of interest solicited by placing an advertisement in Hamilton's local newspaper. The Chair of the Committee will be chosen by the members at its first meeting.

Members of the Committee will undertake to attend each meeting as required and the Committee will remain in force until Council approves recommendations on these matters, or such time as the Committee is formally disbanded.

In the event a member is unable or unwilling to continue to serve, a replacement will be appointed by the City Clerk from the expressions of interest previously received.The members of the Committee, including the Chair, shall serve in a volunteer capacity only with no remuneration other than for reasonable expenses incurred by attending meetings.

TIMEFRAME:

The Committee will be established by September 1, 2002 and will make its recommendations in respect of the base compensation, annual adjustments and administrative budgets for elected officials by November 30, 2002.

FINANCIAL AND ADMINISTRATIVE:

The budget for the External Consultant, reimbursement of Committee Member expenses and any other incidental expenses arising from the operation of the Committee within the mandate outlined above, will be funded from the Tax Stabilization Reserve.

AFFECTS WARD 8

CITY OF HAMILTON

15.2

COMMUNITY SERVICES DEPARTMENT
Corporate Buildings and Real Estate
and
PLANNING AND DEVELOPMENT DEPARTMENT
Long Range Planning and Design

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Barry B. Coopersmith, General Manager Community Services Lee Ann Coveyduck General Manager
Date:	July 9, 2002	**Prepared by:**	William Moffatt 905-628-4220 David Cuming 905-643-1262 Ext. 215

SUBJECT: Auchmar Estate (CS02060) (PD99098(f)) (Ward 8)

RECOMMENDATION:

(a) That item (e) of the guiding principles regarding the Auchmar Estate approved by the former City of Hamilton Council on May 30, 2000 be deleted to allow a private ownership option provided all other principles are adhered to and staff continue to undertake to issue an RFP for the adaptive re-use and occupation of Auchmar at no cost to the City;

(b) That in order to provide for the option set out in Recommendation (a) of this report that the subject lands known as the Auchmar Estate, located at 88 Fennell Avenue West, containing an area of approximately 9 acres be declared surplus, in accordance with Real Property Sales Procedural By-law No. 95-049;

(c) That the Manager of Real Estate & Property Management be authorized and directed to secure an appraisal of the property prior to its redevelopment or disposition to determine fair market value;

(d) That any agreement dealing with the Auchmar Estate be conditional upon the current tenants of the Coach House (Sisters of Social Service) being allowed to remain until the expiration of their lease as of July 14, 2004;

(e) That any proponent acknowledge, understand, and agrees to the limits of the Ontario Heritage Foundation Easement on the property with the undertaking that any development of the property or changes to the structure will be with the approval of and in co-ordination with representatives of the Ontario Heritage Foundation; and, the purchaser must demonstrate sufficient means to restore and return to excellent repair the facility and grounds along accepted heritage practises and procedures;

(f) That any proponent acknowledge, understand and permit the Ontario Heritage Foundation or its representatives to enter upon and inspect the premises at all reasonable times as per Section 7.0 of the Easement Agreement;

(g) That as a condition of any agreement dealing with the Auchmar Estate the proponent acknowledges and agrees not to seek the removal of the heritage easement for the purposes of redeveloping the property;

(h) That as part of the RFP process, the City express its predisposition to allow the demolition of the 1963 structure (dormitories) only, and consider low profile redevelopment within this previously disturbed area with appropriate zoning in place at the time of the redevelopment, and said redevelopment to be approved by the OHF in keeping with the intent of the OHF Heritage Conservation Easement as well as City approved with respect to all other municipal legislative requirements;

(i) That staff be authorized and directed to market the Auchmar Estate across North America.

R. M. Marini

Barry B. Coopersmith, General Manager
Community Services

Lee Ann Coveyduck
General Manager
Planning and Development Department

EXECUTIVE SUMMARY:

The purpose of this report is to seek Council approval for the potential disposition of the Auchmar Estate, ensure its future heritage preservation, and allow restoration to begin through a willing proponent having the requisite capital to undertake and utilize the estate in compliance with the Ontario Heritage Foundation easement and baseline report.

BACKGROUND:

The information/recommendations contained within this report primarily affect Ward 8.

Council approved Report PDC99098B on May 30, 2000, which identified guiding principles for a partnership to conserve and adaptively re-use the Auchmar Estate as a "wellness" centre.

On September 26, 2000, Item 11 of Report 14-00 of the Planning and Development Committee was approved thereby extending the acquisition date for the Auchmar Estate which was concluded November 1, 2000.

On February 6, 2001, following the termination of negotiations with the "wellness centre" proponents Council approved Item 25 of the Committee of the Whole recommending "That staff be directed to prepare the Terms of Reference for a Call for Proposal for the use of the Auchmar property and report back to Committee of the Whole."

The previous owner, A DeSantis Developments Ltd. and V & R. Investments Inc., sold the property to the City of Hamilton in 1999. Prior to this sale the owner was in negotiations to sever and sell the estate lands (3.5 acres) for the operation of the wellness centre. As part of the acquisition of the entire Auchmar grounds, the City agreed to assume the purchase and sale agreement for the estate lands to the wellness centre. Unfortunately the sale of the estate was not to be completed and the City looked at entering into a partnership agreement. In establishing the terms of agreement for the former "wellness centre" proponent a number of guiding principles were developed by the former City of Hamilton (PDC99098B) as follows:

"Based on the intended direction of Council, and input from LACAC, the community, and staff, the following guiding principles have been compiled:

(a) Establishment of an Heritage Easement for the entire property in favour of the City /Ontario Heritage Foundation;

(b) Creation of "National Historic Site" status for the property

(c) Commitment to sustainable public access to the entire property, including all buildings and structures;

(d) Commitment for the funding of the restoration of all buildings and structures and maintenance of all grounds at no additional cost to the City of Hamilton;

(e) Commitment to sustainable long-term public ownership of a restored cultural heritage property for the City of Hamilton;

(f) Commitment by all parties, including the tenants, the City and the community, to work co-operatively towards the long-term preservation of the property in the public interest;

(g) Ensure that the initial property value, which the City of Hamilton invested (i.e., $2,000,000.) is protected; and,

(h) Adaptive re-use and long-term occupancy of the heritage buildings on the property is critical to its preservation and financial sustainability."

The proponent was unable to fulfil the obligations of these principles and Auchmar was subsequently vacated in the Spring of 2001.

These guiding principles have continued to provide the framework for staff initiatives regarding Auchmar. With respect to item (a) an Ontario Heritage Foundation (OHF) easement was registered on title in 2001 and the OHF recently forwarded, in January, 2002, a base-line documentation report that the City is required to sign off-on as a condition of the easement agreement. This has been undertaken. Staff has also met on two occasions with OHF staff to review the integrity and condition of building fabric.

National historical site status for Auchmar, item (b) was rejected by the Historic Sites and Monuments Board of Canada (HSMBC) with specific reference made to the "high degree of uncertainty associated with respect to the future integrity of the site", (August 2001), an allusion to the possible severance of 3.5 acres of the estate associated with the former proponent. The request to the HSMBC will be revisited by staff following agreement on the future disposition of the Auchmar estate and requests for proposals. Heritage staff is of the opinion that the estate is worthy of national recognition.

Heritage staff has prepared terms of reference for archaeological assessment of the grounds.

The Auchmar Estate was circulated throughout the City departments. While many departments were interested in the unique property, the cost to utilize, restore, as well as practical considerations (renovations), failed to identify a City requirement.

Council should be aware that the Auchmar Estate is subject to an Ontario Heritage Foundation Conservation Easement that is registered on title. Under the terms of that agreement there are certain requirements with which the property owner must comply. Amongst other specified matters the easement requires (whether under public or private ownership) that the property must be made accessible to the public on at least "two (2) occasions during each calender year", and that the property must be available for inspection by the Ontario Heritage Foundation or its representatives at all reasonable times. Any owner is expected to maintain in good repair and sound order all the "Heritage Elements" described in the easement agreement. The property owner is also required to obtain the written approval of the OHF with respect to any proposed demolition, construction, alteration or remodelling that would affect the "Heritage Elements". The OHF may deny such requests as deemed appropriate for the management of the "Heritage Elements".

The easement applies to the entire estate inclusive of grounds and on transfer of the lands is not able to be removed. Future development of the lands to the rear of the main house are unlikely to be supported by the OHF.

It is staff's opinion that to continue with "guiding principle (e) Public Ownership" outlined above would require the City to continue to play an active role in the ownership and operations of the property including assistance in financial and maintenance issues.

Under this condition the City would retain ownership, and hence liability, as well by the nature of ownership play a role of landlord in ensuring the standards are maintained. Staff is of the opinion that there are very few suitors who will have the requisite funds and ability to accept this condition while restoring the property without substantial financial assistance by the City. Also, if maintained in Public Ownership however with a private interest in possession of the property, such as a tenant, this may lead to the restriction of access to two day per year which may not be acceptable to those individuals interested in the heritage property.

Subsequently Staff are returning to Council here to recommend that the RFP seek an option to allow private ownership of the Auchmar Estate to be considered. It is Staff's belief that an RFP put out under this condition is more advantageous for the following reasons:

- Acquisition of the Auchmar Estate was originally done to preserve the historical facility and grounds. This was achieved and secured through the registration of the heritage easement.
- The City remaining the owner would put the onus to have the facility restored on the municipality. Further, in the event of a catastrophic failure (fire) the city may be required to reconstruct the facility in its entirety through insurance. (Any proposed tenant would have been required to carry insurance for such an event.)
- The placement of the easement effectively ensures the continuation of the property in its present form. Ownership by the City does not provide additional benefit (unless the city chooses to operate the facility publicly), and rather adds to the City's liability as being responsible for upgrades.
- The RFP process would not preclude groups from coming together as partners to occupy and use the facility, any previous suitors desiring to occupy may bid, however, they will be required to take ownership and responsibility for restoration.

ANALYSIS OF ALTERNATIVES:

Based upon the projected $4,000,000 cost to restore and $35,000 to operate annually, Staff have identified options for Council's consideration:

The outright sale of the Auchmar Estate subject to a heritage easement, and conditions of sale to ensure restoration, preservation and conservation of a culturally significant site.

Pros

- City may recoup all or some of its $2,000.000 acquisition costs
- City will avoid $4,000,000 restoration costs and $35,000 estimated operating costs (unoccupied)
- property will be preserved intact, restored and utilized positively
- City may realize property tax revenue (reduced possibly)

Cons

- national historic site designation may not be realized

- public access may not be allowed other than one day per year
- property will not be in the public ownership

- City may not recoup market value or its investment or $2,000,000 given the restoration liabilities inherent in the property
- future use is not guaranteed
- alterations to the facility not in line with heritage standards may occur

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial

Retaining the property may result in the City realizing significant costs to operate surrounding such items as insurance, snow clearing, utilities, grounds maintenance, restoration of significant features, renovations to existing structures to allow occupancy, etc.

Cost to operate the facility (snow clearing, utilities, grounds maintenance, minor repairs) are estimated at $35,000 annually (unoccupied). Restoration is estimated at $4,000,000. Tenant improvements and occupancy requirements will need to be assessed based upon the nature of any agreement, the use and the ability of the tenant to offset costs.

Should the City opt for an outright Sale of the property, it may not realize market value, or the cost of acquisition for the property. Cost avoidance of ongoing operations and restoration may be avoided at an estimated cost of $35,000 operating annually, and $4,000,000 to restore the property. (These costs do not include any possible upgrades needed to occupy the property.)

With respect to the issue of property taxation, staff is currently reviewing new legislation and related regulations governing tax credits / reductions for heritage buildings. Policy proposals will be brought forward for Council's consideration for the 2003 taxation year. This may impact the redevelopment potential of the Auchmar property.

Staffing

There are no identified staffing implications arising out of these recommendations.

Legal Implications

The Legal Department will be required to assist with the development of any agreements required as a result of an acceptable response to the RFP.

POLICIES AFFECTING PROPOSAL:

The Ontario Heritage Easement will have significant impact on the ability of interested parties to utilize the property.

Ownership outside that of the municipality may adversely affect any request to have the site designated as a Nationally significant historical site.

Adaptive re-use will be subject to all applicable zoning requirements. Any redevelopment to take place within the demolished building area will also need to conform to all zoning requirements.

Occupancy is subject to all building code and associated, (fire code, health and safety), requirements.

The property has been circulated throughout the City.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

The Planning and Development Department, Heritage and Urban Design Section
Community Services Department

Finance & Corporate Services Department

CITY STRATEGIC COMMITMENT:

The City of Hamilton is committed to promoting the development of arts culture and heritage. The recommendations herein would ensure the City's commitment to stewardship through ensuring the property can be restored and, the existence of the heritage easement is in place to protect the structural integrity.

CITY WIDE
IMPLICATIONS

CITY OF HAMILTON

COMMUNITY SERVICES DEPARTMENT
Corporate Buildings and Real Estate
and
FINANCE & CORPORATE SERVICES
Legal Services & Corporate Counsel

15.3

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Barry B. Coopersmith, General Manager Joseph R. Rinaldo General Manager
Date:	June 20, 2002	**Prepared by:**	William Moffatt 905-628-4220

SUBJECT: Municipal Alcohol Policy – Follow-up Report Re: Insurance Liability Coverage (CS01069a) (FCS02079) (City Wide)

RECOMMENDATION:

That the Insurance Information Survey attached hereto as Appendix A, with regard to liquor liability insurance, be received.

Joseph Rinaldo

Barry B. Coopersmith, General Manager
Community Services

Joseph R. Rinaldo, General Manager
Finance & Corporate Services

EXECUTIVE SUMMARY:

The purpose of this report is to provide a response to Council as to the relativity of our current insurance coverage requirements in comparison to similar municipalities.

BACKGROUND:

The information/recommendations contained in this report have City Wide implications.

On October 2, 2001, Council approved Report 01-030, Item 20 thereby creating the New City of Hamilton Municipal Alcohol Policy.

At this meeting of Council, and previously within our public consultation, concern was raised that our request for $5 million coverage was far more than that requested by neighbouring municipalities. It was suggested that this amount of insurance made events within the City's facilities financially onerous to proceed.

Staff have identified an insurer that specializes in providing comprehensive insurance at what is believed to be a reasonable cost to individuals or non-organized groups. This company has been providing for many years the availability of a Comprehensive General Liability Policy that can include coverage for Host Liquor Liability. This is an insurer and policy that was used by the old City of Hamilton and some of the area municipalities in the past and is used by many other municipalities across Canada. The appended fee schedule indicates the highest costs for our groups should they utilize this service.

In January 1996, Council for the former City of Hamilton adopted a Municipal Alcohol Policy that included a minimum insurance requirement of $5 million comprehensive general liability insurance for functions involving the serving of alcohol at Municipal facilities. On October 2, 2001, the New City of Hamilton (Report 01-030, Item 20) ratified the $5 million requirement for insurance, by adopting the Municipal Alcohol Policy. There were no other formal Municipal Alcohol Policies within the New City with the exception of Flamborough, which allowed use of homeowners insurance.

There has been some concerns raised that perhaps levels of insurance could be rated according to risk involved. It is suggested that risk is in direct relationship to the type of event. In this regard staff advise that the degree of risk involved with alcohol is equal regardless of event in the eyes of the law. Consequently all alcohol events must be handled in the same manner.

In determining a level of $5 million Council should consider that this insurance is first and foremost to protect the individual or organizer holding the event. Any insurance less than this amount may see the City paying the claim over and above the coverage limit. In most cases the City will be named on any suit resulting from a claim involving alcohol in our facilities. The Municipal Alcohol Policy is designed to show that the City took practical steps to handle alcohol responsibility and this should serve to lessen the City's liability. Failure by an event organizer to have adequate insurance may ultimately result in them losing their business, home and savings before the City's insurance would have to respond.

With respect to homeowner insurance, it is not recommended as each insurance company's policy is different, policies typically do not have $5 million limits, each policy would need to be reviewed, and most will not name third parties (the City) as an additional insured under their policy. Consequently, staff would not recommend this as an option. Similarly, based upon judgements any amount less than $5 million could see the City severely exposed.

Council should be aware that in cases involving alcohol liability the awards of damage have been as high as $8.5 million. This was recently demonstrated in the case of Dryden vs. Campbell (NRG Burlington). In determining insurance coverage amounts the

City assesses the possible risk associated with the undertaking. In terms of alcohol related cases, court awards are becoming more frequent and have been levied in excess of $8 million. In such an event, the City wishes to have coverage, which would lessen the financial impact, provides safe environments, and looks equally to the interests and protection of the patron and the event organizer.

ANALYSIS OF ALTERNATIVES:

Council may wish to refer the rates for insurance coverage along with the minimum back to staff for a new recommendation. Rates cannot be reduced without reducing the $5 million limit of coverage. As the limits and rates are set at the beginning of the policy term, July 1, 2002, arrangements or changes with the insurer must be agreed upon before the renewal date as the limits cannot be changed during the policy term.

In the event Council chooses to reduce the $5 million liability coverage requirements, Council should be aware that the City will be exposed to the potential to fund any uninsured liability arising from an organizer's failure to be able to fund an award. Should this occur, the City's future insurance premiums would most likely increase and the self-insured retention (currently $1 million) would have to be funded by the claims budget.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial

There are no direct financial implications to the City arising from this report if no changes to the current insurance requirements of the Municipal Alcohol Policy are made.

Staffing

There are no staffing implications arising out of this report.

Legal

Staff have advised of the increased liability which would accrue to the City should a change in the minimum insurance coverage be desired.

POLICIES AFFECTING PROPOSAL:

The Alcohol and Gaming Commission of Ontario Regulations.
The Municipal Alcohol Policy.
Insurance Policy adopted by City Council.
Facility Allocation procedures for City of Hamilton venues.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Staff have consulted with:

- neighbouring municipalities regarding limits of insurance and costs.
- Legal Services
- Risk Management Services
- Culture and Recreation Division
- Corporate Buildings and Real Estate

CITY STRATEGIC COMMITMENT:

This initiative is consistent with the objectives of Vision 20/20 and the following City Strategic Goals.

Appendix A

Insurance Information Survey

Insurance Coverage – Comprehensive General Liability

Location	**$ Limit Coverage - Alcohol**
Toronto	$2 million – or $5 million at request of City's Manager in insurance
Mississauga	$2 million to $5 million
Kitchener – Waterloo	$2 million – to $5 million.
Halton	Currently $2 million considering $5 million
St. Catharines	$5 million

Premium Costs– All Sport Policy

# of People Attending	No Alcohol		Alcohol
	2 Million	5 Million	add $100.
1 – 25 people	$25.	$35.	$135.
26 – 100	$50.	$70.	$170.
101 – 250	$100.	$150.	$250.
251 – 500	$150.	$200.	$300.
501-1000	$250.	$350.	$450.

Note: The users can obtain their insurance wherever they like. The City simply requires proof of insurance and that the City is named as an additional insured to the policy.

The cost to move from $2 million limits to $5 million limits with alcohol coverage included was an additional $0.40 cents per person for a group of 25 people to $0.10 cents per person for a group of 1000 people.

This policy has tended to be the cheapest for our associated groups.

May 02

SECTION 16

Member Communication

Alert

16.1

303 University Av
Toronk

Tel: (416) 971-9856 • fax
email: amo@amo.municom.com

To the immediate attention of the Clerk and Council

June 17, 2002 – Alert – 02/029

AMO RESPONDS TO PROVINCIAL BUDGET

Issue: 2002 Ontario Budget and relationship to municipal government.

AMO's Comments to Media:

AMO President, Ann Mulvale, attended today's budget presentation, and offered the following comments:

- The bulk of the new money announced today is for health and education, matters of importance to our communities. Municipalities did receive a commitment of new funding toward a Clean Water Legacy Trust (a new Clean Water Centre of Excellence located in Walkerton), for more ground water studies and long-term support for the Ontario Center for Municipal Best Practices.
- The government's commitment to infrastructure funding allocation for 2002 remains unchanged and unspent monies from 2001 are carried forward. We are disappointed that there is no new money for social and affordable housing. Given the pressures on municipal budgets and infrastructure demands, we will be looking to the 2003 Budget for added assistance for infrastructure.
- The Minister of Finance's commitment to move forward toward more certainty and stability for public sector partners is positive and we anxiously await discussions on how this can be achieved for the programs we co-fund – particularly public health, land ambulance and social services.
- AMO is pleased that the Province is willing to consider a new deal for municipalities. However, it was made clear that first there must be a new deal between the Federal government and Ontario. This is about federal-provincial and municipal relations and municipalities need to be at the table if we are to have a chance of rebalancing revenue and funding responsibilities. AMO's efforts will continue to work toward this goal.

***Highlights** (with assistance of Municipal Finance Officers Association of Ontario):*

- The balance of the 1999 commitment to a 20% reduction in residential education property tax rates is delayed until 2004. "The budget proposes to implement these reductions one year later than currently scheduled."
- Municipal program spending that existed prior to the budget would seem to be intact.
- The Province is committed to an investment of over a half a billion dollars in the next two years on clean safe drinking water for the people of Ontario. Some $245 million of that funding is to be made available in 2002-03, a portion to be allocated to help municipalities upgrade their water systems. (Justice Dennis O'Connor's report suggests that up to $280 million in one time costs would be required by municipalities and individuals to implement his report recommendations, however, this does not include the capital costs for treatment or distribution, estimated between $500m to $1.2 billion annually.)
- Intention to give upper tiers and single tiers the option of lowering the current farm tax rate of 25% of the residential tax rate. (Mr. Beaubien's final report on assessment and property tax reform is expected to be made public in the next few weeks.) Government owned farms occupied by tenants would be categorized in the farmlands property tax class.
- The government will consult with municipalities on the introduction of tax-free opportunity bonds. The Provincial intention is to assist municipalities as they borrow funds to maintain and/or improve their infrastructure.
- The government will consult with municipalities and the private sector in an effort to develop legislation that would enable tax-incentive zones in Ontario.

The Province has announced long-term funding for the Centre for Municipal Best Practices.

For more information contact: Pat Vanini, Director of Policy and Government Relations at 416-971-9856 x 316.

C11

16.2

MFOA

MUNICIPAL FINANCE
OFFICERS' ASSOCIATION
OF ONTARIO

@MFOA BULLETIN

To MFOA Members

June 17, 2002

2002 Provincial Budget
3 Pages

2002 PROVINCIAL BUDGET OVERVIEW

- Finance Minister Janet Ecker today delivered the 2002 Provincial Budget. This budget is the government's fourth balanced budget in succession, "focusing on the priorities of health care, education and a clean and safe environment".
- The balance of the 1999 commitment to a 20% reduction in residential education property tax rates is delayed until 2004. "The budget proposes to implement these reductions one year later than currently scheduled."
- The budget contains spending increases in education, health care and clean safe drinking water initiatives.
- Municipal program spending that existed prior to the budget would seem to be intact.

More Tax Cuts

- 50,000 additional low income taxpayers will be removed from the Ontario income tax roll.
- Another 620,000 additional taxpayers will pay less Ontario income tax.
- The additional 20% personal income tax cut will be delivered by 2004.

FISCAL OVERVIEW

- For the third consecutive fiscal year the Government is projecting a year end surplus. Giving due consideration to the 2001 world economic performance, a surprising outcome.
- Provincial outstanding debt remains static comparing the projected 2002 year end position to year end 2001; in excess of $110 billion

ECONOMIC OVERVIEW

Economic Outlook at a Glance

	2000	2001	2002	2003
Real GDP Growth(%)	5.3	1.0	3.1	4.2
Employment (000's)	5,872	5,963	up to 6,079	up to 6,264
Unemployment Rate (%)	5.7	6.3	6.5 - 6.8	6.0-6.5
CPI Inflation (%)	2.9	3.1	1.8	2.02

Source: Ontario Budget 2002 p. 3,

MUNICIPAL HIGHLIGHTS

Clean Safe Drinking Water

- The Province is committed to an investment of over a half a billion dollars in the next two years on clean safe drinking water for the people of Ontario. Some $245 million of that funding is to be made available in 2002-03. Portions of these investments will be allocated to help municipalities upgrade their water systems. Justice Dennis O'Connor's report suggests that up to $280 million in one time costs would be required by municipalities and individuals to implement his report recommendations.

Farmland Municipal Tax Rate

- Intention is to allow municipalities to lower the current farm tax rate of 25% of the residential tax rate.
- Government owned farms occupied by tenants would be categorized in the farmlands property tax class.

SuperBuild OSTAR

- An additional $104 million to support municipal road infrastructure.

Opportunity Bonds

- The government will consult with municipalities on the introduction of tax-free opportunity bonds. The Provincial intention is to assist municipalities as they borrow funds to maintain and or improve their infrastructure.

Tax Incentive Zones

- The government will consult with municipalities and the private sector in an effort to develop legislation that would enable tax-incentive zones in Ontario.

URBAN
MUNICIPAL

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URBAN MUNICIPAL
AUG 12 2002
GOVERNMENT DOCUMENTS

City of Hamilton

AGENDA

COMMITTEE OF THE WHOLE 02-029

Tuesday, August 13, 2002

9:30 a.m.

Council Chamber
Hamilton City Hall
71 Main Street West
Hamilton, Ontario

Kevin C. Christenson
City Clerk

Please note: All cellular telephones and pagers to be switched to a non-audible function during Council and Committee meetings.

Agenda available on-line at www.city.hamilton.on.ca
(click on "City Government")

1. DECLARATIONS OF INTEREST

2. ADOPTION OF MINUTES

2.1 August 6, 2002 (to be distributed)

3. DELEGATION REQUESTS

3.1 Request to address the Hearings Sub-Committee by Mr. Sergio Manchia, Rebecca Street Holdings (Hamilton) Inc. respecting Core Heritage 2000 Application

3.2 Request to address the Hearings Sub-Committee by Mr. Stu MacDonald respecting issue of wearing Club colours

4. CONSENT ITEMS

4.1 2002 Rural Roadside Grass Cutting Program - Update
Requested by Council - July 10, 2002 (CS02072) (City Wide)

4.2 Follow-up to Lost Documents Report (SPH02011(a)) (City Wide)

5. STAFF PRESENTATIONS

None

DISCUSSION ITEMS

6. CITY MANAGER

None

7. COMMUNITY SERVICES

None

8. CORPORATE SECRETARIAT

8.1 City of Hamilton Flag & Badge (CSE02022) - (City Wide)

9. ECONOMIC DEVELOPMENT

9.1 Extension of Closing Date and Clause Amendment - Transaction between the City of Hamilton and CanAmera Foods (Wards 2 & 3) (ECO02009) - to be distributed under separate cover

10. FINANCE AND CORPORATE SERVICES

10.1 Interim Funding Process for Volunteer Committees (FCS02074) - (City Wide)

10.2 The 2002 Tax and Rate Current Budget Exception Reports to May 31, 2002 (FCS02091) - (City Wide)

10.3 Request for a School Crossing Guard at the intersection of Fennell Avenue and High Street (FCSO2089) (Ward 6)

10.4 Request for a School Crossing Guard at the Intersection of Upper Ottawa and Beaconsfield Streets (FCS02088) (Ward 6)

11. HUMAN RESOURCES

None

12. PLANNING AND DEVELOPMENT

12.1 Bay Street 2002 Pedestrian Improvements (PD02157) (Ward 2)

13. SOCIAL AND PUBLIC HEALTH SERVICES

13.1 Provincial Mandatory Food Handler Training and Certification - (SPH02023)

13.2 Nutritious Food Basket (SPH02022) - (City Wide)

13.3 Schedule 20 Residential Care Facilities of the city of Hamilton Licensing Code By-law 01-156 Forms 1 to 4 (City Wide) (SPH02021)

14. TRANSPORTATION, OPERATIONS AND ENVIRONMENT

14.1 Award of Contract TOE-02-24(W) - Watermain Replacement on King Street from Breadalbane Street to Christ the King Cathedral (TOE02156) (Ward 1)

14.2 Award of Contract TOE-02-14(W) - Watermain replacement on Garden Avenue from Fiddler's Green Road to Anson Drive, Miller Drive from Garden Avenue to Anson Drive, Anson Drive from Garden Avenue to Miller Drive and Roselawn Avenue from Anson Drive to Miller Drive in the City of Hamilton

15. JOINT DEPARTMENTAL REPORTS

15.1 Smoking in the Workplace Policy (HUR02011/CS02066)(City Wide)

15.2 2002 One-time Items (FCS02059(b)/CS02074) (City Wide)

16. ITEMS REFERRED BY CITY COUNCIL

None

17. REPORTS BY SUB-COMMITTEES

17.1 2002/2003 Ice Allocation Plan (City Wide)

17.2 Weekday Non Subsidized Ice Rental Rates (City Wide)

18. REPORTS BY VOLUNTEER CO-ORDINATING COMMITTEES

18.1 Corporate Secretariat Volunteer Co-ordinating Committee
Report 02-001

18.2 Community Services Volunteer Co-ordinating Committee
Report 02-001

18.3 Transportation, Operations & Environment
Planning and Development Volunteer Co-ordinating Committee
Report 02-001

19. MOTIONS

20. NOTICES OF MOTIONS

21. GENERAL INFORMATION

22. PRIVATE AND CONFIDENTIAL

22.1 Legal Matter - Red Hill Valley (City Wide) (LS02011)

23. ADJOURNMENT

OUTSTANDING BUSINESS

	Issue	Date Action Initiated	Lead Dept/Div.	Status	Agenda Item
A.	Report on Colliers Recommendations – HECFI Facilities	March 28/01	Community Services		2002 - Q1
B.	Demolition of 226 Avondale Street	April 25/01	N/A		TABLED by Ward Councillor
C.	Red Hill Creek Expressway	Nov 21/01	Legal/ Finance/TOE	Recovery of cost/ over expense from Federal Gov.	2002 – Q1
D.	Toll for Red Hill Creek Expressway	Nov 21/01	TOE/Finance	Staff to bring a report back on option for tolling Red Hill Creek Expressway	Awaiting Provincial Regulations
E.	Annual State of the City	Nov 21/01	Mayor/City Manager/Corporate Secretariat	Report back detailing information for inclusion in an Annual State of the City Report	
F.	HSR Pension Plan	Nov 21/01	Finance and Corporate Services	Staff to report back on group of pensioners not covered by the Pension plan	2002 – Q2
G.	Spreading of Biosolids	Nov 21/01	Transportation and Environment	TABLED pending Staff report	
H.	Urban Boundary	Dec 4/01	Planning & Development	Referral by HSC for staff to report back to COW	2002 – Q2
I.	Community Safety Zones	Dec5/01	Transportation and Environment	Referred back to staff for further consideration	2002 – Q2

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
J.	People's Panel	Dec5/01	TBD	Staff to report back on financial and staffing implications, selection process, terms of reference and implementation timeline	
K.	Aquafit Seniors/Disabled Fees	March 5/02	Community Services	Staff to prepare critical analysis	
L.	Council Communication - Residential Care Facilities	Jan. 23/02	Social and Public Health Services	Referred to staff for comments	
M.	Strategy to attract Factory Outlet stores	Feb. 13/02	Economic Development	Staff to bring implementation plan to Committee	
N.	Strategy for priorizing abandoned industrial and commercial warehouse structures	Feb. 13/02	Economic Development	Staff to bring implementation plan to Committee	
O.	Shortage of Area Doctors	March 6/02 Council	Social and Public Health	Staff to report back on shortages	
P.	Remuneration and Expenses	March 5/02	Finance and Corporate Services		
Q.	Harbour Port Authority	Feb. 13/02	Finance and Corporate Services	Staff to report back on additional revenues from Port Authority	June 18/02
R.	Pest Control	May 7/02	Planning and Development	Staff to report back on control of pests/rodents prior to demolition permit issued	

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
S.	Marina Assets	May 7/02	Community Services	Staff to report back on the selling of Marina assets to Port Authority	
T.	La Salle Park	May 7/02	Community Services	Staff to approach City of Burlington to explore feasibility of re-examining terms and conditions of lease	
U.	Alternative Service Delivery for installation of roadway signs and posts	May 7/02	TOE	Staff to report back with results and recommendation on this matter	
V.	Hannon Post Office	May 7/02	Corporate Secretariat	Staff to report back on possibility of address changes that align with telephone exchanges	
W.	Satellite Multi Tasking	Apr. 30/02		Sub-Committee to report back in one month	
X.	Training in Food Safety - recommendation to AMO and AIPHA	Apr. 30/02	Social and Public Health	Staff to bring report back	
Y.	Correspondence from Hamilton District Labour Council/HUC Corporation Position Paper	Apr. 30/02	HUC	Staff to bring report back	
Z.	HR Matters	May 7/02	Economic Development	Staff to report back	
AA.	Consolidated Rural Municipal Numbering By-law	May 7/02	Planning and Development	Referred to staff for outside pricing and report back	

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
BB.	Municipal Tax Competitiveness Study	May 23/02	Finance and Corporate Services	Referred to a Future COW in September	Sept. 24/02
CC.	Creation of a Permanent Hamilton Future Fund - Interim Report	May 23/02	Mayor's Office	Tabled to a subsequent COW meeting	
DD.	Capital Program to modify mountable curb driveway approaches	July 2/02	TOE	Three sections tabled pending public consultation	
EE.	Roles and Responsibilities of Committee of Adjustment	July 2/02	Planning and Development	Tabled pending further consultation with the community and report back on policy addressing political influence	
FF.	Overnight parking on through streets	July 2/02	TOE	Tabled to September COW	
GG.	Auchmar Estate	July 9/02	Ward Councillor	Tabled to COW in September	

SECTION 2

SECTION 3

3.1

REBECCA STREET
HOLDINGS (HAMILTON)INC.

1070 Stone Church Road East
Unit 41
Hamilton, Ontario
L8W 3K8
Telephone: (905) 574-3300
Fax: (905) 574-1766

DELIVERED

July 16, 2002

City of Hamilton
Planning & Development Department
71 Main Street West
Hamilton, Ontario L8P 4Y5

Attention: Ms. Lee Ann Coveyduck, General Manager

Dear Ms. Coveyduck:

RE: CORE HERITAGE 2000 APPLICATION

We acknowledge receipt of your letter dated July 4, 2002. While we can appreciate the concerns expressed in your letter, we trust that, through our various discussions over the course of the past few months, you are aware that we are proceeding in the normal course with the development of the project. Timelines, however, have not been as originally anticipated, with the result that the technical requirements outlined in your letter have not been fully met. We would accordingly appreciate an opportunity to appear before Council in September of this year in order to revisit those requirements, with the hope that they will be reconsidered in light of our new timelines for the completion of the project.

We remain committed to our project, and to the contribution that it will make to the revitalization of the Downtown Core.

We would appreciate your responding with the date that the subject application will be brought before Council in September at your earliest opportunity. In the interim, should you have any questions or comments, or require anything further, please do not hesitate to call. We would further ask that any future correspondence sent to Rebecca Street Holdings (Hamilton) Inc. be directed to it at the above-noted address.

Rebecca Street Holdings (Hamilton) Inc.

Sergio Manchia

c.c. Mr. Ron Marini
Mr. Paul Mason
Mr. Joe Rinaldo
Mr. David Cuming

3.2

MARY GALLAGHER: CO-ORDINATOR, COMMITTEE
OF THE WHOLE.

I WOULD LIKE TO SPEAK TO COUNCIL MEMBERS WITH REGARD TO THE ISSUE OF WEARING CLUB COLOURS (REPORT 02-025, 1A). MY TALK WILL AUGMENT CITY STAFF'S REPORT.

Stu MacDonald
125 BCLD

1 AUGUST 02

SECTION 4

A tender document (C3-15-02) was prepared confirming the total inventory of 2157 lane kilometres of roadside. The document provided the following specifications:

The first cut was to start on June 15 and be completed by July 31, 2002 and entails cutting from the edge of the pavement to the centre line of the ditch. The second cut is currently scheduled to start on September 15 and run until October 31, 2002 and entails cutting from the edge of the pavement to the limit of occupation (where accessible). The tender further instructs that all grass within the specified roadways shall be cut to a standing height between ten (10) and twenty (20) centimetres and that handwork including grass trimming will be carried out within 0.5 metres of all fixed objects, guard rails, and other obstacles. The contractor is also responsible for cutting the complete daylighting triangle at each intersection for the visibility of motorists, and for removing any debris or other refuse from the site before undertaking to cut.

The 2002 Rural Roadside Grass Cutting program commenced on June 16 through the contracted services of Riverside Landscaping Inc. who completed the majority of their work by July 16, 2002. In response to concerns regarding grass height in various locations, City Operations staff and equipment were re-deployed from other programs to accelerate the completion of the work. Most of the cutting performed by City staff was associated with sight lines at intersections and in other areas where tall grass and weeds posed a visual hazard to motorists and pedestrians.

Proposed Amendments to the Rural Roadside Grass Cutting Program Tender C3-15-02

The performance (i.e. timing) of the spring cut, has raised concerns relative to public safety and rural roadside aesthetics.

Council, at its meeting of July 10, 2002 therefore directed that the Rural Roadside Grass Cutting Program start by the end of May for the first cut and by the beginning of September for the second cut.

In accordance with specific Council direction, staff has negotiated contract changes to adjust the program schedule. Staff forces will be made available to accelerate the completion of the fall cutting program if required.

The 2003 specifications for contracted forces in the delivery of this program will be adjusted to reflect and reinforce the following:

- Adjustments to program schedule dates
- The ability to make workplan adjustments as required, to share work using city forces and equipment deemed necessary by the City without penalty
- Reinforce workmanship quality standards that are objective and enforceable through contract provisions

- Reinforce the Contractor's adherence to workplace health and safety code standards

- Improve daily accomplishment reporting requirements

Tender Contract Alterations and Modifications

The current wording of the Tender Contract C3-15-02 allows for amendments and/or modifications without repercussion. The sections read as follows:

i) **Addition or Deletion of Work**
Even though specifications in each area have been defined and the number of cuts established, the City of Hamilton reserves the right to increase or decrease the number of cuts or to add or delete portions of the work requirements and adjust payments accordingly as noted in the Form of Tender. Changes to the Tender will only be recognized following confirmation in writing from the Manager of Parks.

ii) **Number of Cuts per Site**
In the event that weather conditions require the number of cuts to be increased or decreased, the City of Hamilton reserves the right to order additional or fewer cuts as required at the lump sum price agreed upon in the Form of Tender. The additional cut must commence within five (5) working days from the date of notification.

The City of Hamilton is therefore authorized to make any amendments, deletions, or alterations to the tender document.

ANALYSIS OF ALTERNATIVES:

There are no alternatives to consider as this is a mid-season status report.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are no financial, staffing, or legal implications associated with this report.

POLICIES AFFECTING PROPOSAL:

There are no policies affected by this report.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Parks Maintenance and Management Staff, as well as the contractor (Riverside Landscaping) were consulted.

CITY STRATEGIC COMMITMENT:

The City of Hamilton is committed to having effective plans that identify, reduce and manage risks and problems as they arise, as well as working in full co-operation with staff, Council, residents, businesses and external partners. The ability to amend the current rural roadside grass-cutting contract will improve service delivery and help identify and manage problems as they arise. Staff is working closely with ward councillors, businesses, and our external partners in the interest of improving service delivery and public opinion.

CITY WIDE IMPLICATIONS

4.2

CITY OF HAMILTON

SOCIAL & PUBLIC HEALTH SERVICES DEPARTMENT

Employment & Income Support Branch

Report to:	Mayor and Members Committee of the Whole	**Submitted by**:	Joe-Anne Priel, General Manager
Date:	July 9, 2002	**Prepared by:**	Jack Brown 546-2723

SUBJECT: Follow-Up to Lost Documents Report (SPH02011a) (City Wide)

RECOMMENDATION:

That report SPH02011a) outlining Social & Public Health's response to the expressed concern of lost documents in Ontario Works offices be received for information.

Joe-Anne Priel, General Manager
Social & Public Health Services

EXECUTIVE SUMMARY:

The Hamilton Coalition for Social Justice at the Hearings Sub Committee Meeting of March 27, 2002, expressed concern regarding Ontario Works Offices losing documents that participants submitted. The delegation requested that staff acknowledge receipt of documents and seek an effective method of tracking same.

Staff presented a report on the above subject to the Hearings Sub Committee at the May 15th, 2002 meeting. At that time, the Committee directed staff to provide a follow-up report to address the issues raised by the delegation including appropriate signage, date-stamped photocopies of documents, details of the internal audit and streamlining of documentation. Council also provided direction that staff exercise latitude to avoid people being refused benefits due to lost documents.

This report summarizes actions taken by staff as a result of this direction.

BACKGROUND:

In response to Council's direction, staff reviewed the results of the program delivery review conducted by the Ministry of Community and Social Services (July 2000), as well as the internal audit (August 2001) to determine the extent to which lost documentation was identified as an issue of concern. The review and audit did not identify any concerns specific to lost documentation. In addition to this, an analysis of the June 2002 Ontario Works caseload revealed that 165 of the 11,400 participants (1.4%) were terminated from the caseload because of a "Failure to Provide Information". Through the appeal process (65 participants appealed), 7 of the 165 were found to have missing information potentially as a result of lost documentation.

Given the concerns raised, several actions have taken place to minimize the impact of lost documentation. Ontario Works offices now have signage informing participants that they may request photocopies of documents, which will be date stamped and initialled by staff. The date stamp is site specific (i.e.: 280 Queenston, 1550 Upper James, 31 King St). Participants have been advised of the above through the July Ontario Works newsletter and an insert outlining these changes was also included with each participant's August cheque. This information is also now provided to all new participants at their Employment Information Sessions, and staff are also ensuring that, wherever possible, participants are not penalized if there is a question of lost documentation.

Currently, the Ontario Works branch is restructuring the delivery of client services. A business process review will be conducted to ensure an efficient and effective client path of service. The processing of all relevant paperwork will be analyzed, as part of this business review process to ensure that the risk of lost documentation is further decreased.

In July 10, 2002, staff met with members of the Hamilton Coalition for Social Justice to provide them with an update on the actions taken to date. Both parties have agreed to meet periodically as needs and issues arise.

ANALYSIS OF ALTERNATIVES:

N/A

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Consultation occurred with the Coalition for Social Justice as well as the Office of the Corporate Secretariat in relation to the 2001 Audit Report.

CITY STRATEGIC COMMITMENT:

This initiative supports Council's commitment to ensuring that the Department meets provincial program requirements for provision of social assistance.

SECTION 5

SECTION 6

SECTION 7

SECTION 8

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

8.1

CORPORATE SECRETARIAT
Communications & Corporate Effectiveness Divisions

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Anne Louise Heron Executive Director
Date:	July 18, 2002	**Prepared by:**	Brandon Trpcic - 546-4106

SUBJECT: City of Hamilton Flag & Badge (CSE02022) (City Wide)

RECOMMENDATION:

a) That the 'Bridges' logo be incorporated both into the City Flag and the City Badge; and

b) That the new Flag and Badge designs be as depicted in Appendix A attached to Report CSE02022.

for Anne Louise Heron, Executive Director
Corporate Secretariat

EXECUTIVE SUMMARY:

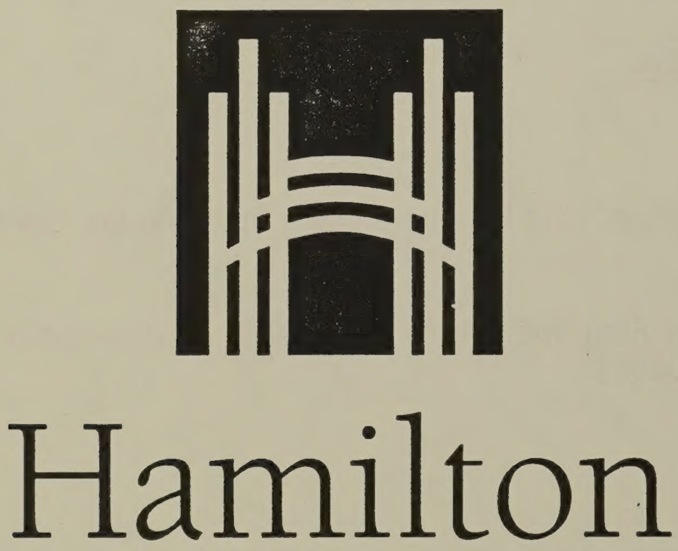
With the adoption of the City of Hamilton's new logo and considering that the new logo will be used throughout the City on various applications, both a flag and a badge design incorporating the logo have been created for the City of Hamilton.

The recommended designs are thought to be simple and elegant in their appeal, while being bold in their presentation and overall treatment. The flag and badge are to incorporate the new logo with a blue background and gold border.

BACKGROUND:

Since amalgamation of the City of Hamilton and the outlying communities in January 2001, there has been discussion surrounding a new official flag and badge for the City. In March 2001, the discussion had included adoption of the Coat of Arms as a possible alternative. However, after much deliberation the Coat of Arms was not adopted as part of either the flag or the badge.

With the forethought that this project (Branding and Corporate Identity) would include the development of a new logo, it was recommended that a city flag and badge would be created incorporating the logo as part of this project and subsequently presented to Council for approval.



Considering this Report is dependent on the 'City of Hamilton Logo ' Report (CSE02021). If the recommendation of Report CSE02021 has been approved, the new logo for the City of Hamilton is:

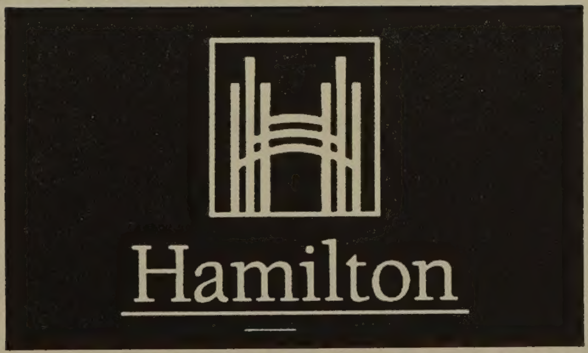
The Branding and Corporate Identity Project is intending to launch the Branding and Corporate Identity in early autumn. In order to meet this deadline, the recommendation in this Report has been put forward for approval, subsequent to approval of Report CSE02021. Thus, once the research was completed on the finalist logos and a winning logo was determined, the firm of Jan Kelley Marketing was charged with preparing a design for a new City flag and a City badge, as part of the Branding and Corporate Identity Project.

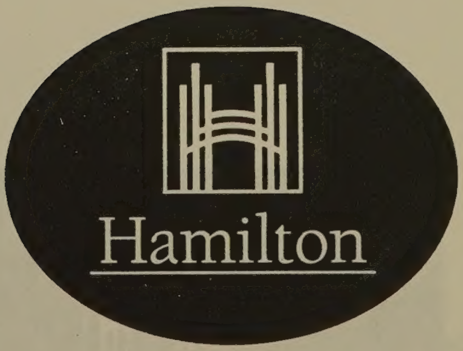
ANALYSIS OF ALTERNATIVES:

Part of the endeavour when creating a corporate brand is to create a powerful identity that builds awareness and recognition for the City. In keeping with that intention, and in consideration that the new City logo will be on all other applications throughout the City, including signage, vehicles, uniforms, stationery, letterhead, advertising, the web, etc., it would be consistent to have the new logo applied to the official City flag and City badge.

Jan Kelley Marketing, whose services were tendered for the Branding and Corporate Identity Project, was asked to create the design for both applications once the final research had concluded which logo would be recommended to Council. Their professional services in terms of corporate graphics and identity standards, along with their design team considered several alternatives to the treatment and colour of the applications and have recommended the following designs:

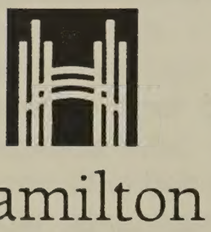
Flag	Badge
	Note: it has been recommended that the colour treatment of the badge and the flag remain the same as the logo; thus, alternatives for the badge were based on the shape it should take.

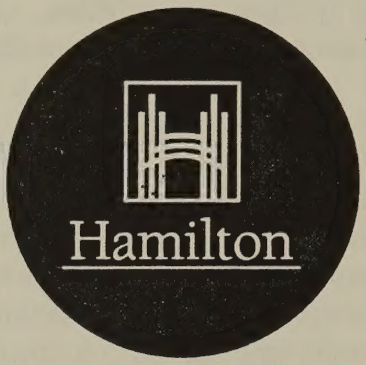


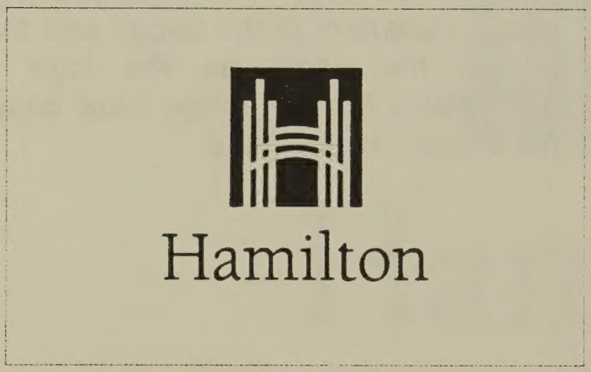


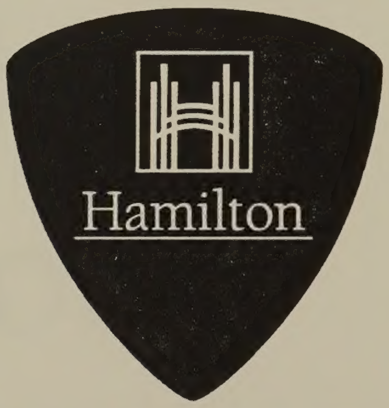
Other alternatives include the following:

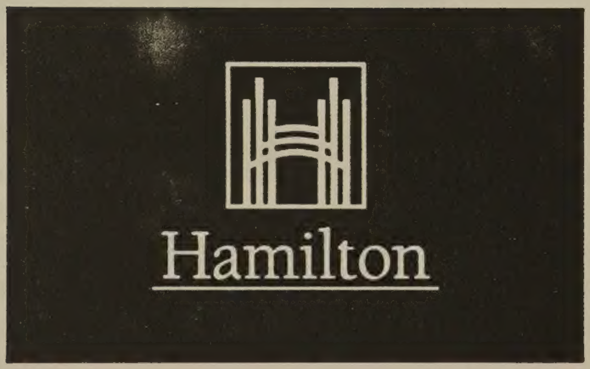
Flag	Badge











The final alternative would be to not use any of the above alternatives and commission another group to design a City of Hamilton flag and badge outside of this project. The implications of not approving any of the above alternatives would be:

- that the City of Hamilton would continue to go without a City flag and official badge;
- separate funding would be necessary to come up with the design;
- the flag and badge would be different from the approved logo and may confuse and/or communicate a separate identity for the City of Hamilton.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

In November of 2001, Council approved $600,000 for the Branding and Corporate Identity Project to be financed from reserves as part of the Transition Costs/Funding Report. Subsequently, in May of 2002, Council approved the award of this contract to Jan Kelley Marketing to provide their services as a strategic communications firm in the development and delivery of an integrated Branding and Corporate Identity campaign. The logo design and research to identify the preferred logo (residents, businesses and employees) is part of that funding. Subsequently, the design of a new flag and badge came out of that work with the incorporation of the logo into both the flag and the badge. Additional funding was not required to create the design.

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Jan Kelley Marketing graphics and design team.

CITY STRATEGIC COMMITMENT:

A City of Hamilton flag and a City badge in conjunction with the Branding and Corporate Identity Project aligns with the City of Hamilton's Strategic Commitments, by supporting the goals of:

- putting our best face forward;
- establishing a City identity/image; and

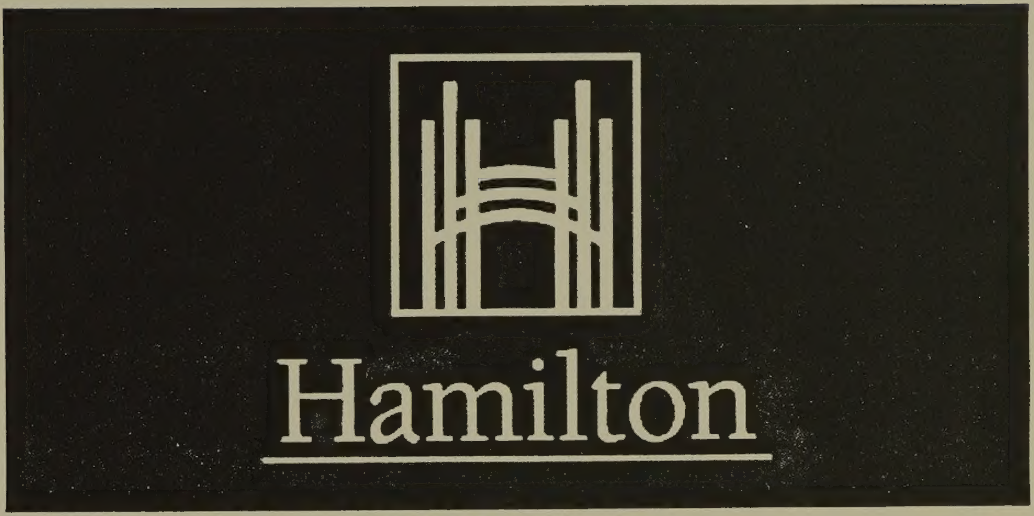
As part of the Branding and Corporate Identity Project, the development of a new logo was a key deliverable that has had extensive input from City residents, businesses and employees. The logo will allow for a uniform and distinctive representation of the City of Hamilton, both throughout the City and outside its boundaries to symbolize change, momentum and commitment to service excellence. It creates a powerful identity that builds awareness and recognition for the City of Hamilton.

In keeping with the theme of a consistent identity throughout Hamilton, the logo has been used in the recommended flag as designed by Jan Kelley Marketing.

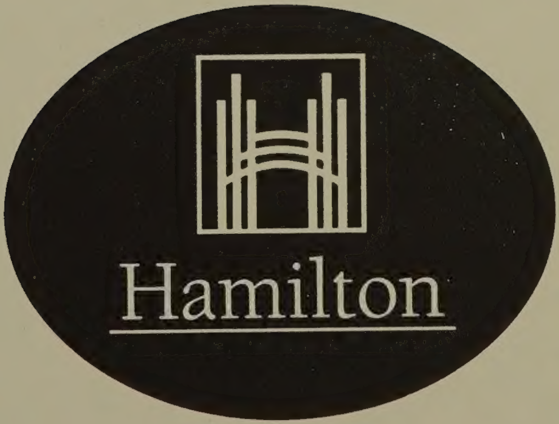
Attachment – Appendix A

Appendix A

City of Hamilton Flag



City of Hamilton Badge



SECTION 9

SECTION 10

CITY WIDE
IMPLICATIONS

10.1

CITY OF HAMILTON

FINANCE & CORPORATE SERVICES
Budgets and Fiscal Policy

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Joseph L. Rinaldo General Manager, Finance & Corporate Services
Date:	July 22, 2002	**Prepared by:**	Chris Felker (546-2567)

SUBJECT: **Interim Funding Process for Volunteer Committees (FCS02074) (City Wide)**

RECOMMENDATION:

(a) That the interim funding process for Volunteer Committees for the remainder of 2002, as described in Report FCS02074, Interim Funding Process for Volunteer Committees, be approved.

(b) That the Volunteer Committees be provided with a 2002 expenditure limit of $1,750 for incidental meeting costs, based upon the projected requirement for a half year functioning of the committee.

(c) That staff develop a Business Planning template for the Volunteer Committees which will be completed and submitted to the Volunteer Co-ordinating Committees for review and recommended to Committee of the Whole during the 2003 budget deliberations.

(d) That staff continue to review the funding requirements and process for Volunteer Committees and report back during the 2003 budget deliberations process.

Joseph Rinaldo

Joseph L. Rinaldo
General Manager, Finance & Corporate Services

EXECUTIVE SUMMARY:

The most important function of Volunteer Committees is to provide invaluable advice to City Council and staff, provide services to City residents and to organize community events. A funding process needs to be put in place to ensure that the Volunteer Committees can attain their goal.

In the past, Volunteer Committees had received funding from various sources, including monies within municipal budgets. Some had specific, identifiable budget allocations, while others were funded through other departmental budgets similar to services-in-kind. Based upon the data available, twenty-two (22) Volunteer Committees had received approximately $94,100 of funding in the past (Appendix A to FCS02074). In the 2001 and 2002 City of Hamilton budgets, only $43,000 in base budget was allocated for Volunteer Committees from the Legislative budget. Prior to 2001, the $43,000 in funding was allocated for the Committee Against Racism and Discrimination, Hamilton Status of Women Committee, Hamilton Mundalization Committee and the Hamilton Veteran's Committee. When the budget was developed for the New City of Hamilton, these funds were no longer retained for specific committees but intended for the overall Volunteer Committee structure.

The existing Volunteer Committee structure is fairly new, therefore it is difficult to develop timely and accurate budgets. Some of the committees are currently working on their mandates and terms of reference and have not estimated their funding requirements. On the other hand, other Volunteer Committees are already conducting meetings and require a funding system be established immediately. This timing difference has prevented the development of a 2002 Business Plan and a proper funding formula for the Committees. To ensure that funding exists for the Volunteer Committees for the remainder of 2002 and that a proper system is established for 2003, it is recommended that:

- Incidental meeting costs incurred during 2002, not to exceed $1,750 per Committee, be expensed against the $43,000 in the Legislative budget. These costs would include refreshments, printing, mailing, etc.
- Since a proper funding system was not developed, any costs planned for special events and/or project initiatives in 2002, over and above incidental costs, would be considered by the Volunteer Co-ordinating Committee. Consideration of funding for these requests would first include internal resources, otherwise, funding requests recommended by the Volunteer Co-ordinating Committee would be forwarded to the Committee of the Whole.
- Total costs incurred for 2002 would be tracked for each Volunteer Committee and would provide a comparison for future budgets.
- For 2003, staff develop a generic Business Planning template for the Volunteer Committees. This would be completed and submitted to the Volunteer Co-ordinating Committees for review. After review, the financial request would be recommended to the Committee of the Whole during budget deliberations.
- The funding process for Volunteer Committees continue to be reviewed.

Staff believe that the recommendations contained within this report address the various constraints by:

1) Providing an immediate funding solution for those Volunteer Committees which have been actively meeting in 2002 and an avenue for those which will be incurring meeting costs during the remainder of the year;
2) Creating a process through which Volunteer Committees may submit a requested budget to staff so that it may be included during the 2003 budget deliberations;
3) Providing the opportunity to gather detailed financial requirements of the Volunteer Committees and the potential to measure the goals and planned outcomes of the various special events/project initiatives against other submissions; and
4) Enabling the evaluation of the special events/project initiatives against the City's strategic goals and commitments.

BACKGROUND:

Report CM01006, approved at the Committee of the Whole on November 21/22, 2001, outlined many issues surrounding the Volunteer Committee system. As per the report, the structure of the approved system consisted of five (5) Volunteer Co-ordinating Committees, involving members of City Council and volunteers, which were to act as an "umbrella" for the individual Volunteer Committees. As such, the Volunteer Committees were organized into five (5) groups, consisting of Corporate Secretariat, T.O.E., Planning and Development, Community Services and Social and Public Health Services. Since November 21, the T.O.E. and Planning and Development Volunteer Co-ordinating Committees have merged.

This report mentioned that the Council Working Group had identified fifty (50) pre-existing Volunteer Committees that had provided some advisory responsibilities, service or event assistance to the six (6) former municipalities prior to amalgamation. The list was ultimately reduced to thirty (30) Volunteer Committees, which has since been adjusted to twenty-two (22) through additions, deletions and mergers.

The report also identified that there is a need for a funding solution for the Volunteer Committee structure. It was recognized that in the past, some Volunteer Committees had applied for Community Grants through their former area municipalities, found alternate sources of funding, or had been supported though departmental program budgets. Appendix A to FCS02074, summarizes the most complete financial data available for Volunteer Committees. It documents that prior to amalgamation, Volunteer Committees had received approximately $94,100 in funding. Some of this was through grants and municipal budgets, while other sources of funding are not known. Many of these committees had also received technical and administrative support from their former municipality.

At the City Council meeting held on April 10, 2002, Council approved the following motion:

"a) **That the City approve a grant in the amount of $3,000 for the Status of Women annual "Women of the Year Banquet" for 2002;"**

During consideration of this motion, Council discussed the possibility that such funding requests could go through the Community Grants process.

ANALYSIS OF ALTERNATIVES:

A number of alternative approaches for budgeting and financing the needs of the various Volunteer Committees can be taken. However, consideration must be given to the many budget pressures that the City has and will face in the future. This makes it difficult to create a specific budget without the advanced and accurate knowledge of what is required by each of the Volunteer Committees. Another barrier is the fact that the present structure of the Volunteer Committee system is new. Some of the committees are currently working on their mandates and terms of reference and have not estimated their funding requirements. Other Volunteer Committees are already conducting meetings and require a funding system be established immediately. This situation poses further challenges toward timely and accurate budgeting.

One alternative that has been mentioned in the past, at City Council and in Report CM01006, is to refer the Volunteer Committees to the Community Grant process. Unfortunately for 2002, most of the funding for the Community Grants program is allocated. In 2003, if Volunteer Committees apply for funding though the Community Grants application process, they will be competing with external recreational, cultural and social service groups and agencies. Funding may not be guaranteed and under the current policies for the program, only special events and project initiative applications may qualify.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

FINANCIAL IMPLICATIONS

Three main types of costs incurred by Volunteer Committees include:

- Incidental costs – includes refreshments, printing, advertising, etc.
- Special event costs - such as the Status of Women Annual Awards ceremony
- Project initiative costs – this would include a special study or project

Volunteer Committees are also provided with facilities at City Hall, parking for its non-staff members and where applicable, technical/administrative support from City staff. Technical/administrative support includes assistance in the form of advice and liaison, organizing meetings, preparing agendas, taking minutes and handling mailouts.

As previously mentioned, prior to amalgamation, Volunteer Committees had received funding from various sources. Based upon the received budget requests for 2002 (Appendix A to FCS02074), combined with an estimated $3,000 - $4,000 per year in incidental costs for the others, the total budget requirements for Volunteer Committees could be upwards of $150,000 per annum. This amount would exceed the $43,000 in budget that exists.

Since a proper funding system was not developed for 2002, staff recommend that for the remainder of 2002, incidental costs incurred by the Volunteer Committees be absorbed by the City through the Legislative budget. Based upon an estimate of $3,000 to $4,000 (estimate to be reviewed in 2003) in incidental costs per year, expenditures for 2002 should not exceed $1,750 (half a year X $3,500) per Volunteer Committee. If each Volunteer Committee incurred incidental expenses of $1,750 for 2002, this would total $38,500. As committees have been meeting since April, some may exceed the $1,750 expenditure limit. As such, a 2002 variance of actual costs to the $43,000 base budget may occur.

Staff also recommend that for the remainder of 2002, funding requests for special events and/or project initiatives be reviewed by the respective Volunteer Co-ordinating Committee, and if recommended, the request would be forwarded to the Committee of the Whole. Such funding requests would likely add to a potential unfavourable program variance.

This report also recommends that staff develop a generic Business Planning template for the Volunteer Committees for 2003. Including strategic and financial information, these would be completed and then reviewed by the respective Volunteer Co-ordinating Committee. Once reviewed, the financial request would be recommended to Committee of the Whole during the 2003 budget deliberations. It is likely that a 2003 financial commitment for Volunteer Committees will result in a budget pressure. Staff will continue to review the funding process for Volunteer Committees and report back during the 2003 budget deliberations.

For 2003, evaluation criteria may have to be established to provide an equitable allocation of the limited volunteer budget. A focus on the future self-sustainability of the Volunteer Committees and the search for alternative funding methods should also continue. At the end of the Volunteer Committee term, it is important to measure the outcomes versus the costs associated with each Volunteer Committee.

STAFFING IMPLICATIONS

There is not a direct FTE count associated with Volunteer Committees. However, staff time can be directly linked to the Committees for activities including technical support (advice and liaison provision), administrative support (where applicable), facilities booking, equipment set-up and the time associated with the support of the Volunteer Co-ordinating Committees.

LEGAL IMPLICATIONS

There are no known legal implications that result from the recommendations addressed in this report.

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Discussions with members of the Staff Working Group for Volunteer Committees have taken place in order to develop an immediate, feasible financing/budgeting plan for the Volunteer Committees.

CITY STRATEGIC COMMITMENT:

The existence of Volunteer Committees provides for opportunities for public input, thus supporting the fact that Hamilton is a city where people come first with open and accessible government. Through valuable contribution and community spirit, Volunteer Committees provide a service that will help to ensure that Hamilton is a great city to live in.

Chris Felker (x2567)

VOLUNTEER COMMITTEE FUNDING SUMMARY

Corporate Secretariat

Volunteer Committee	Previous Financial Support	Explanation	2002 Request	Explanation
Committee Against Racism	$12,180	Legislative Common Costs budget. Was shared with Committee Against discrimination as per below.		Community Forums, educational initiatives, mediation services for culture related issues, advertising, printing, other projects
Committee Against Discrimination	$0	Was a part of the Racism Committee, thus, the above amount was a shared budget.		Community Forums, educational initiatives, mediation services for culture related issues, advertising, printing, other projects
Hamilton Status of Women Committee	$11,280	Legislative Common Costs budget.		Awards Banquet and awards, attendance at workshops, information gathering, Community workshops, forums, seminar costs (facility rentals, speakers, refreshments), printing costs. Have already received $3,000 approved by Council for 2001.
Advisory Committee for Persons with Disabilities	$3,600	Funding from City budget.		
Regional Advisory Committee on Immigrants and Refugees	$4,500	Funding source not specified.		
Seniors Advisory Committees	$4,300	Funding source not specified, but it was mentioned that this was for administrative costs such as parking, printing and special events.		
Hamilton/Dundas Mundalization Committee	$7,540	Legislative Common Costs budget.	$25,500	The Hamilton Mund. Comm. Has requested a budget of $25,500. Presentations, receptions, events (approx. 9 twin cities), travel and accommodation for official visits, sponsorship of world citizenship events, seminars, printing, advertising, special projects
Kids for Kaga	$1,700	Annual assistance from the City. May have been budgeted in the past.		This group was approved for $3,000 in funding from the Community Grants budget in 2003. This funding is required every three years.
GLBT (Gay, Lesbian, Bisexual, Transgender) Committee				Unknown (New Volunteer Committee)

VOLUNTEER COMMITTEE FUNDING SUMMARY

Volunteer Committee	Previous Financial Support	Explanation	2002 Request	Explanation
Community Services				
Ancaster Youth Activity Council	$5,000	Grant	$30,000	Total of 15 Youth Councils in Hamilton, each have requested a budget of $2,000 for item such as - refreshments, advertising, printing and administration, special events.
Arts Advisory Commission	$7,000	Through Clerk's Dept.	$2,000	Refreshments, supplies, training, annuals dinner, sponsorship of awards.
Hamilton Historical Board		Did receive financial support in the past. Amount not specified.	$3,000	Refreshments, supplies, training, annuals dinner, sponsorship of awards.
Hamilton Veterans Committee	$12,000	Legislative Common Costs budget.		
Hamilton Farmers Market Sub-Committee	$0	No past funding specified.		
Social and Public Health Services				
Food and Shelter Advisory Committee	$2,000	Postage and Printing	$5,000	Estimated Administrative/Incidental costs.

VOLUNTEER COMMITTEE FUNDING SUMMARY

Transportation, Operations and Environment / Planning and Development

Volunteer Committee	Previous Financial Support	Explanation	2002 Request	Explanation
♿ Dundas Bikeways Citizen Advisory Committee/ Regional Cycling Committee	$0	Both had Pre-amalgamation - administrative costs	$9,000	Estimated $3K-$4K for administration and $5K for special events.
♿ Dundas Environmental Committee/Flamborough Environmental Advisory Committee	$0	Pre-amalgamation - administrative costs	$4,000	Estimated $3K-$4K. Parking permits, refreshments, printing and mailing. Now merged with Flamb, this is not accounted for in this estimate.
♿ Keep Hamilton Clean Committee/Stoney Creek Citizens Leading for Environmental Action in Reducing, Reusing and Recycling Committee (CLEAR)	$23,000	Keep Clean had a City budget of $13,000 for event support and CLEAR had budget of $10,000.	$21,000	Estimated $3K-$4K for administration and $17K for special events.
♿ McMaster University (Ainslie Wood – Westdale) Neighbourhood Plan Advisory Committee	$0			Estimated 10 meetings in 2002, parking permits ($750), refreshments, printing/mailing, special costs
♿ Agricultural and Rural Affairs Advisory Committee	$0			Parking permits, refreshments, printing and mailing
♿ Central Hamilton Advisory Committee				NEW - Six meetings per year, includes parking passes ($600), refreshments, printing/mailing costs, special costs.
♿ Ancaster Village Core Advisory Committee				Unknown (New Volunteer Committee).

TOTAL FUNDING **$94,100** **$99,500**

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

10.2

FINANCE AND CORPORATE SERVICES
Budgets and Fiscal Policy Services

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Joseph L. Rinaldo, General Manager
Date:	July 24, 2002	**Prepared by:**	M. Zegarac 546-2739 T. Hewitson 546-4159 R. Rossini 546-4523

SUBJECT: The 2002 Tax and Rate Current Budget Exception Report to May 31, 2002. (FCS02091)(City Wide)

RECOMMENDATION:

That the 2002 Tax and Rate Current Budget Exception Report to May 31, 2002 be received for information.

Joseph Rinaldo

Joseph L. Rinaldo, General Manager
Finance & Corporate Services

EXECUTIVE SUMMARY:

The 2002 Tax and Rate Current Budget Exception Report to May 31, 2002 provides Council with an analysis of the City's projected year-end financial results. Attachment One summarizes the year-to-date, as well as the estimated year-end tax supported variances for each department/division with a brief explanation. Attachment Two summarizes the year-to-date, as well as the estimated year-end rate (water/wastewater) supported variances for each department/division with a brief explanation.

The projected 2002 year-end shortfall is forecasted to be $4.65 million. This includes a $6.28 million Tax Supported Budget unfavourable variance and a $1.63 million Rate Supported Budget Surplus. As Council will recall, during the 2002 Tax Budget process, staff advised that the City could face about $20 million in budget risks/shortfalls in 2002. Accordingly, the preliminary variance information presented in this report is not unexpected. As this is the first variance report of the year, there is a degree of uncertainty with respect to some of the program budgets as noted in the accompanying analysis which could affect the above projections. Also, staff continue to make progress on the challenges related to the on-going development of amalgamated financial reporting processes for the City.

Based on the analysis to follow, a number of specific programs comprise the primary factors contributing the projected deficit in the 2002 budget. Specifically, fleet/vehicle charges, corporate restructuring, radio trunking and unrealized revenues have the potential of contributing approximately $10 million to the projected shortfall. Most of these pressures were reported as budget risks in the 2002 Tax Budget Report (FCS020036). The table below provides a summary of the anticipated budget pressures and savings.

2002 OPERATING BUDGET VARIANCE HIGHLIGHTS

(000's)

UNFAVOURABLE		
Fleet/Vehicle	($4,400)	
Corporate Restructuring	($2,500)	
Radio Trunking	($1,500)	
Unrealized Revenues	($1,500)	
Recycling Contract	($810)	
WDO Subsidy	($750)	
Annualization of Budget	($700)	
Nursing (Homes for the Aged)	($400)	
Open for Business	($376)	
Other Items (Net)	($442)	
TOTAL UNFAVOURABLE	**($13,378)**	
SAVINGS		
Salary Gapping		$2,150
New/Unbudgeted Revenues		$1,000
Rate Surplus		$1,627
TOTAL SAVINGS		**$4,777**
TRANSFER FROM TAX STABILIZATION RESERVE		**$3,950**[1]
NET PROJECTED 2002 VARIANCE		**($4,651)**

[1] Represents the current estimate of the required transfer from Tax Stabilization reserve to offset annualization impacts and previously identified budget risks. Currently relates to the following three unfavourable variances: corporate restructuring $2.5 million, WDO subsidy $750 thousand and annualization of budget $700 thousand.

During the 2002 Tax Budget process, it was highlighted that a variety of program reductions were included in the budget on a full-year annualized basis. However, due to the timing of the approved budget, the full impact would not be realized. Accordingly, it was recommended that transfers from the Tax Stabilization Reserve may be needed at year-end to finance any of these unfavourable variances. The table above illustrates the current recommendation that $3.950 million be transferred from the Tax Stabilization Reserve to offset unfavourable variances in corporate restructuring, WDO (recycling) Subsidy and annualization of 2002 program reductions.

As identified in the above table, the majority of the 2002 projected unfavourable variance is being driven by four distinct factors, that were identified as risks during the 2002 Tax Budget process. Fleet/vehicle charges, highlighted during the 2002 budget as a potentially major unfunded area, are anticipated to contribute approximately $4.4 million to the total projected unfavourable variance. Staff have committed to a rationalization of the City's fleet, however, departments are anticipating limited savings during the balance of 2002.

The second greatest contributing factor, based on dollar value, was identified by the CAO during the 2002 budget process. The CAO and the Corporate Management Team have committed to finding an additional $2.5 million in unspecified restructuring/re-organizational savings. Senior management are committed to review their programs and identify potential savings. The variance projection at this time assumes that none of the savings related to this restructuring will be realized within 2002, largely due to the timing of the approval of the 2002 tax budget. As directed by Council, a formal business plan process is being developed to assist Council in the budget decision making process. It is anticipated that structural and program changes will be realized in excess of $2.5 million for the 2003 fiscal year.

Thirdly, as Council was advised during the 2002 budget process, there are a number of revenue items which were incorporated into the post-amalgamation budgets which will not materialize. The impact of recognizing these shortfalls in 2002 was considered too significant and, therefore, the impacts were phased-in. Unrealized revenues are contributing approximately $1.5 million to the total unfavourable variance. The major items include a phase-in of revenue shortfalls, in facilities, of $700,000, and unachievable revenues of $470,000 in Culture and Recreation.

The fourth factor contributing approximately $1.5 million to the total unfavourable variance is the potential cost of the Radio Trunking lease contract. The unfavourable variance attributed to this program is based on the scenario in which the terms of the contract are deemed valid and binding. As Council will recall, staff have reported on the progress and status of the City's leases with MFP and have since commenced legal actions while negotiations continue to take place.

Aside from the above mentioned factors, a number of additional factors are contributing to the unfavourable variance. For instance, under the Open for Business program, an unanticipated application was received and a refund of approximately $376,000 was issued relating to the Hi-Rise Group (Federal Building) on Bay St.

Furthermore, beyond foreseeable potential risks, general fluctuations in the economy contribute to risks of revenue forecasts, to the already limited number of revenue generating sourcing available to the City. For instance, in 2002, lottery licence revenue is anticipated to be approximately $100,000 less than budgeted.

Offsetting the unfavourable factors are anticipated savings related to salary gapping and various other factors of $2.150 million and $2.1 million, respectively. Savings as a consequence of salary gapping, are a result of delays in hiring many positions within the corporation, including positions newly approved during the 2002 Budget.

In addition to the savings are favourable revenue projections totalling approximately $1.0 million, which for the most part includes higher than anticipated Hamilton Residential Loan Program revenues of $97,000, favourable investment income of $300,000 and higher than anticipated provincial grants of $250,000.

Further Potential Risks

During the 2002 budget process, identified budget risks totalled approximately $20 million. The current variance projection of $10.1 million includes approximately $5 million of those risks which staff feel are somewhat more certain. The balance of the risks identified during the budget process still have the potential to impact 2002 financial performance. However, due to their uncertainty, they have not been included in the year-end projections at this time.

Potential 2002 Budget Risks	
H&SS Grant Assumptions	$3,100,000
CRF	$1,600,000
Wage and Salary Contingencies	$1,200,000
Pension Liabilities	$500,000
Debt Charges & Infrastructure Funding	$4,200,000
TOTAL	$10,600,000

The ability to identify budget risks are limited to the information available at the time of the development of the budget. Departments continue to be at risk to factors outside of the control of the respective program managers. For instance, in spring of 2002, the City's Parking Services was negatively impacted by the OPSEU and MTO strike, an action clearly out of control of the respective division.

POST 2002 BUDGET APPROVALS

Since the budget was approved in May, a number of Council decisions have occurred which will have an impact in 2002, and 2003. For 2002, the total impact is approximately $1.5 million of additional spending, over and above the approved 2002 Tax Budget. Of the $1.5 million, approximately $144,300 will impact the operating budgets, the balance are short-term projects which will impact reserve funds. By 2003, the annual impact to the operating budgets increases to $354,800. The following table summarizes the programs and impacts:

Program	2002 Impact	2003 Impact	Funding Source
Municipal contribution towards 2002 Canadian Open	$500,000	$0	Not Defined
Hamilton Bulldogs	$118,000	$186,000	Tax Budget
Youth Voting Program	$5,000	$0	Election Reserve Fund
Main St. West BIA budget	$3,300	$3,300	Not Defined
Chedoke Winter Sports Parks	$250,000	$0	Tax Stabilization Reserve
LINC Median Grass Cutting	$5,000	$5,000	Tax Budget
Enhanced Grass Cutting	$18,000	$37,500	Tax Budget
Cleaning Hamilton Shorelines	$0	$115,000	Tax Budget
City Hall Forecourt	$0	$8,000	Tax Budget
Fire Vehicles	$345,000	$0	Fire Vehicle Apparatus Replacement
Cadets to Dieppe	$5,000	$0	Not Defined
Commonwealth Games Bid	$300,000	$0	Tax Stabilization Reserve
University Transit Pass	Not Available	Not Available	
TOTAL	$1,549,300	$354,800	

BACKGROUND:

This is the first of three formal variance reports as requested by the Chief Administrative Officer and Corporate Management Team. The second, based on actuals to August 31, will be submitted to Council in the Fall. The third, based on December 31 final amounts, will be presented to Council following closure of the financial statements.

ANALYSIS OF ALTERNATIVES:

Not applicable.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Attachment One of FCS02091 provides an analysis of the projected year-end tax variances for each department. The following highlights the more significant budget exception issues:

Corporate Secretariat

The delay in budget approval, and the corresponding impact on approved 2002 program change reductions has lead to an anticipate deficit. This has been offset, in part, through savings as a result of the natural gapping that occurs in the development of a relatively new organizational structure. For 2002, Corporate Secretariat is projecting an unfavourable year-end variance of approximately $142,000.

Economic Development

Economic Development incurred some one-time costs associated with the relocation of the tourism office, and funding for demolition of lease improvements to the past tourism office. However, savings resulting from salary gapping is projected to result in a departmental year-end favourable variance of $44,000.

Finance and Corporate Services

Information and Technology - A favourable variance of $101,000 is anticipated through savings resulting from staff gapping and lower than anticipated computer/server maintenance costs. Offsetting the anticipated savings is a one-time cost of staggering the lease renewal for printers within the corporation, resulting in future expected efficiencies.

Legal Services and Corporate Counsel - The need for outside legal counsel is the contributing factor to the anticipated unfavourable variance of $106,000.

Provincial Offences Administration – As a result of the timing of the approval of the 2002 Tax Budget, the full impact of projected revenue through program changes will not be realized in 2002, contributing to an unfavourable variance of $121,000.

Parking Services – As a result of the OPSEU/MTO strike, parking services was negatively impacted due to the untimely prosecution of infractions, resulting in an anticipated year-end unfavourable variance of $186,000. The impact of the strike on projected year-end actuals would have been greater were in not for increased use on various lots, resulting in greater revenue generation.

Social and Public Health Services

Employment and Income – The current projection for Employment and Income Support is an unfavourable variance of $107,000. This is primarily due to the shortfall in employment placement revenue and anticipated staff costs due to Ontario Works restructuring. Offsetting the above two factors is salary gapping savings and a 1% reduction in the Ontario Works caseload.

Parent and Child – The unfavourable variance of $124,000 is associated with the timing of the approval of the 2002 tax budget. The Resource Centre was a 2002 program change with anticipate savings in 2002, however the savings are not anticipated to be realized until 2003.

Public Health – The favourable variance of $631,000 can primarily be attributed to two factors. The first is savings attributed to the delay in hiring of new staff. The second factor is additional revenues attributed to user fees that are currently being collected but were unbudgeted.

Homes For The Aged – The unfavourable $400,000 variance is attributed to nursing costs related to higher nursing hour requirements at both Macassa and Wentworth Lodges. It may emerge that this variance will be of a permanent nature, a review is currently being conducted.

Subsidies – Council should note that staff are assuming that the Province will approve our program requirements in the cost shared programs. If the Province does not cost share as planned, staff will report back to Council with an impact and action plan analysis.

Transportation, Operations and Environment

Roads and Traffic – Fleet Cost ($2,075,000) and unanticipated yard maintenance and remediation ($240,000) are the only two contributing factors behind a $2.3 million unfavourable variance. In addition, the year-end variance assumes $1.2 million in savings due to gapping are applied to fund a shortfall in the summer maintenance program.

HSR – An unfavourable variance in transit operations is being forecasted, attributable to vehicle parts charges of $582,000 from the Fleet transit garage, which are partially offset by projected savings in natural gas costs amounting to $286,000.

Waste – The Waste Diversion Subsidy of $750,000 that was to be utilized to fund recycling program expenditures, as previously reported to Council, is not anticipated to be received in 2002. The Waste Diversion Act, 2001, recently received Third Reading, regulations should proceed to get the WDO Board up and running, and the programs in place but not in time for funding in 2002. The other contributing factor to the $1,400,000 unfavourable variance is a projected deficit in the recycling program contractual costs currently estimated at $808,000. Since late June, staff have worked with Third Sector to review the operation of the process and try to identify potential efficiencies within the program. At this time identified efficiencies may result in limited savings. Staff will continue to explore some operational enhancements with Third Sector, as well as explore other opportunities to reduce and control expenditures and enhance revenues where ever possible.

Community Services

Culture and Recreation – Due to staff's efforts to resolve financial reporting issues surrounding amalgamation, the projected year-end variance of $413,000 is primarily a result of unachievable revenues of $470,000. Other unfavourable factors are insurance premiums of $73,000. Partially offsetting the unfavourable factors are salary gapping savings of $70,000, and savings of $100,000 through the delay of opening the new Riverdale recreation centre.

Parks – Vehicle repair costs (Fleet charges) of $1,452,000 are a major contributing factor to a total unfavourable variance of $1,765,000. An additional pressure is unachievable park labour recoveries of $200,000. Material and supplies are anticipated to be unfavourable to the amount of $173,000. The above pressures will in part, be offset by salary gapping and saving in operating equipment.

Radio Trunking – Facilities may expect a $1,500,000 unfavourable variance. This amount represents the risk if the terms of the current MFP lease contract are deemed binding.

Corporate Buildings and Real Estate – As in the case of Culture and Recreation, staff's effort to resolve financial reporting issues surrounding amalgamation and, specifically, unrealizable revenues, results in a $700,000 unfavourable variance.

Corporate Financials and Non-Program Revenue

Restructuring – During the 2002 budget process, the CAO committed to additional unspecified savings of $2.5 million. For the purpose of this line item of the budget exception report, it has been assumed that none of these savings will materialize in 2002.

RATE SUPPORT BUDGET

A summary of the rate Supported Operating Budget Exception can be found in Attachment Two of FSC02091.

The current rate supported budget is projected to have a favourable variance of $1,627,000. This is a very preliminary estimate of the projected year-end variance, as this forecast does not reflect the seasonal impact on expenditures and revenues. Thus far, we have experienced a drier/warmer than normal summer season which has the potential of generating a seasonal favourable revenue variance.

Similarly, the drier/warmer than normal season results in higher than average energy costs, translating into higher costs associated with the operation of the pumping stations, thereby partially offsetting any favourable revenues. Typically, the impact of the summer season is not evident until the fall season due to a lag in billings versus consumption. Staff are not projecting any favourable rate revenues at this time due to the early stage of seasonal use and the potential for labour disruption in a significant, top 15 water industrial customer.

The year-end favourable variance is attributed to savings in external debt charges of $1,000,000, maintenance supplies of $100,000, efficiencies generated in the pavement cut processes of $100,000, rationalization of vehicle inventory of $100,000, salary gapping of $210,000, and an expected surplus in sanitary sewer surcharge revenue of $500,000, in the last half of 2002. Offsetting the savings is a deficit of $311,000 for sewer inspections, which were accelerated in order to inventory wastewater infrastructure needs.

POLICIES AFFECTING PROPOSAL:

Not Applicable

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

This information was compiled through consultation with all departments.

CITY STRATEGIC COMMITMENT:

Not Applicable

Attachment One
to FCS02091

CITY OF HAMILTON
2002 OPERATING BUDGET VARIANCE REPORT
TAX SUPPORTED BUDGET (000's)

	2002 Approved Budget	2002 May 31 Actual	2002 Projected Year-End	2002 Projected Variance $	2002 Projected Variance %	Comments/Explanations
LEGISLATIVE						
Mayor/Chairman	701	272	701	-	0.0%	
Council Members	2,530	1,088	2,530	-	0.0%	
TOTAL LEGISLATIVE	**3,230**	**1,360**	**3,230**	**-**	**0.0%**	
CITY MANAGER	**582**	**221**	**560**	**22**	**3.8%**	$70K salary gapping savings partially offset by recruitment costs of$49K.
CORPORATE SECRETARIAT						
Executive Director	313	100	313	-	0.0%	
Corporate Effectiveness	138	102	180	(41)	(29.9)%	Program reduction annualization.
Customer Service	3,100	1,201	3,255	(155)	(5.0)%	$230K annualization of staffing reductions partially offset by $75K staff gapping.
Communications	935	415	935	-	0.0%	
Audit	432	137	377	55	12.7%	Salary gapping savings.
TOTAL CORPORATE SECRETARIAT	**4,919**	**1,954**	**5,060**	**(141)**	**(2.9)%**	
ECONOMIC DEVELOPMENT						
Business Development	1,350	1,190	1,294	55	4.1%	Salary gapping savings $70K, partially offset by workshop/publication costs.
Tourism	1,036	301	1,047	(11)	(1.1)%	Unfavourable costs related to office relocation partially offset by staff gapping.
Total Operating	**2,385**	**1,491**	**2,341**	**44**	**1.8%**	
Debt Charges and Cont. to Capital	**1,082**	**752**	**1,082**	**(0)**	**(0.0)%**	
TOTAL ECONOMIC DEVELOPMENT	**3,467**	**2,243**	**3,424**	**44**	**1.3%**	

( ) - Denotes unfavourable variance.

Attachment One
to FCS02091

CITY OF HAMILTON
2002 OPERATING BUDGET VARIANCE REPORT
TAX SUPPORTED BUDGET (000's)

	2002 Approved Budget	2002 May 31 Actual	2002 Projected Year-End	2002 Projected Variance $	2002 Projected Variance %	Comments/Explanations
FINANCE & CORPORATE SERVICES						
Administration	367	114	326	41	11.1%	Savings related to telephone, computers and rent.
Information Technology	7,504	2,896	7,402	101	1.3%	Staffing $147K, comp/server maint. $51K favourable. Printer leases $120K Unfav.
Legal Services & Corp Counsel	2,380	1,109	2,486	(106)	(4.5)%	Use of outside legal counsel $106K unfavourable.
City Clerk	251	37	305	(54)	(21.7)%	Lottery lisc. revenue shortfall $101K. Partially offset in admin & contractual savings.
P.O.A.	(4,835)	(1,283)	(4,714)	(121)	2.5%	Annualization of program enhancement $208K offset by misc. items $87K.
Financial Services	3,450	1,358	3,378	71	2.1%	Salary gapping.
Revenues	2,061	964	2,114	(53)	(2.6)%	Annualization of program reduction and postage unfav. Partially offset by gapping.
Senior's Tax Credits	721	300	721	-	0.0%	
Budgets & Fiscal Policy	853	454	847	6	0.8%	
Corporate Management Services	544	198	512	32	5.9%	Salary gapping.
Parking Services	(1,111)	(893)	(925)	(186)	16.7%	Revenue loss primarily due to OPSEU/MTO strike part. offset by inc. use of some lots.
By Law Services	184	75	198	(14)	(7.8)%	Primarily revenue shortfall offset by staff gapping.
School Crossing	1,605	789	1,624	(19)	(1.2)%	Primarily revenue shortfall.
Total Operating	**13,973**	**6,118**	**14,275**	**(302)**	**(2.2)%**	
Debt Charges and Cont. to Capital	**44**	**18**	**44**	**-**	**0.0%**	
TOTAL FIN & CORPORATE SERVICES	**14,017**	**6,136**	**14,319**	**(302)**	**(2.2)%**	
HUMAN RESOURCES	**3,345**	**1,062**	**3,249**	**96**	**2.9%**	Primarily staff gapping with minor ext. fees unfavourable variance.

( ) - Denotes unfavourable variance.

Attachment One
to FCS02091

CITY OF HAMILTON
2002 OPERATING BUDGET VARIANCE REPORT
TAX SUPPORTED BUDGET (000's)

	2002 Approved Budget	2002 May 31 Actual	2002 Projected Year-End	2002 Projected Variance		Comments/Explanations
				$	%	
PLANNING & DEVELOPMENT						
Finance & Administration	1,088	438	1,093	(5)	(0.4)%	
Building & Licencing	1,911	(575)	1,773	138	7.2%	Salary gapping $69K, licence fees $81K favourable. Water/sewer permit fees $24K unfav.
Development	446	8	399	47	10.5%	Increased Adj /LDC fees $104K, Salary gapping $96K partially offset by unbudgeted video inspection fees $131K, recoveries from TOE $27K.
Downtown Renewal	1,610	244	1,902	(292)	(18.1)%	Open for Business Program - Federal request $376K, partially offset by Ham Residential Loan Program fees $97K.
Housing	246	70	213	33	13.2%	Central Housing Admin. $58K, partially offset by lower than anticipated fees from RRAP program $15K.
Long Range Planning & Design	2,615	974	2,591	24	0.9%	Salary gapping
Total Operating	**7,915**	**1,159**	**7,971**	**(55)**	**(0.7)%**	
Social Housing	**32,236**	**13,357**	**32,161**	**75**	**0.2%**	Favourable due to salary gapping $43K, prior year adjustment of $48K partially offset by housing provider pressure $16K.
Debt Charges and Cont. to Capital	**384**	**160**	**383**	**0**	**0.1%**	
TOTAL PLANNING & DEVELOPMENT	**40,535**	**14,676**	**40,516**	**19**	**0.0%**	
SOCIAL & PUBLIC HEALTH SERVICES						
Finance & Administration	2,497	(348)	2,497	-	0.0%	
Social Services - Employment & Income S	62,144	26,078	62,251	(107)	(0.2)%	Shortfall in employment placement revenue and anticipated staff costs due to OW restructuring; partially offset by salary gapping and reduced OW caseload.
- Parent & Child	6,581	2,158	6,705	(124)	(1.9)%	Annualization of new Resource Centre revenue program change.
- Hostels & Lodging Hom	2,161	802	2,161	-	0.0%	
Public Health	8,367	5,128	7,736	631	7.5%	Primarily delayed hiring of new positions and increased user fee revenue.
Homes For The Aged	3,717	1,654	4,117	(400)	(10.8)%	Higher Nursing hour requirement than budgeted.
Total Operating	**85,468**	**35,472**	**85,468**	**-**	**0.0%**	
Debt Charges and Cont. to Capital	**2,234**	**921**	**2,234**	**-**	**0.0%**	
TOTAL SOCIAL & PUBLIC HEALTH	**87,701**	**36,393**	**87,701**	**-**	**0.0%**	

( ) - Denotes unfavourable variance.

Attachment One
to FCS02091

CITY OF HAMILTON
2002 OPERATING BUDGET VARIANCE REPORT
TAX SUPPORTED BUDGET (000's)

	2002 Approved Budget	2002 May 31 Actual	2002 Projected Year-End	2002 Projected Variance		Comments/Explanations
				$	%	
TRANSPORTATION, OPERATIONS and ENVIRONMENT						
Finance & Administration	578	444	578	-	0.0%	
Roads & Traffic	35,086	17,592	37,401	(2,315)	(6.6)%	Unfavourable fleet costs $2,075K and yards remediation and repair $240K.
HSR	21,883	15,206	22,290	(407)	(1.9)%	Unfavourable vehicle parts, repair and leasing costs of $717K, partially offset by natural gas rebates $286K and salary gapping $26K.
Accessible Transportation Services (DAR	8,897	3,676	8,897	-	0.0%	
New Transit Capital	580	200	580	-	0.0%	
Go Transit - Operating	370	-	370	-	0.0%	
Waste Management	22,946	10,628	24,345	(1,399)	(6.1)%	Unfavourable recycling program of $809K, transfer station revenue $203K, unrealized WDO subsidy $750K, partially offset by waste disposal savings of $362K.
Storm Water	3,037	1,098	3,055	(18)	(0.6)%	
Infrastructure Planning	642	1,238	642	-	0.0%	
Fleet Services	-	186	140	(140)	n/a	Unfavourable vehicle expense within Fleet Division.
Design & Construction	-	1,010	-	-	n/a	
Total Operating	**94,019**	**51,277**	**98,298**	**(4,279)**	**(4.6)%**	
Debt Charges and Cont. to Capital	**33,217**	**17,223**	**33,217**	**-**	**0.0%**	
TOTAL TRANSPORTATION & OPERATI	**127,236**	**68,500**	**131,515**	**(4,279)**	**(3.4)%**	

( ) - Denotes unfavourable variance.

Attachment One
to FCS02091

CITY OF HAMILTON
2002 OPERATING BUDGET VARIANCE REPORT
TAX SUPPORTED BUDGET (000's)

	2002 Approved Budget	2002 May 31 Actual	2002 Projected Year-End	2002 Projected Variance		Comments/Explanations
				$	%	
COMMUNITY SERVICES						
General Manager	70	109	90	(20)	(28.7)%	
Finance and Administration	1,214	492	1,214	-	0.0%	
Culture & Recreation	18,454	6,584	18,866	(413)	(2.2)%	Unachievable revenues of $470K, unfavourable insurance premiums $73K, receptionist $40K, partially offset by salary gapping $70K and delay in opening Riverdale $100K
Parks	15,700	5,645	17,465	(1,765)	(11.2)%	Unfavourable vehicle expense $1.4M, parks and forestry labour recovery $278K, materials and supplies $173K, partially offset by equipment savings $117K and salary gapping $49K.
Fire	44,203	17,038	44,190	12	0.0%	Favourable salary gapping $227K, unbudgeted licensing revenue $68K and other revenue $45K. Protective clothing $125K and recruiting $185K expenses unfavourable.
Radio Trunking	1,176	999	2,676	(1,500)	(127.6)%	Unfavourable variance related to potential cost under MFP lease contract.
Emergency Preparedness (CCEP)	178	53	191	(13)	(7.5)%	
Emergency Medical Services - Ambulanc	8,952	2,719	8,802	150	1.7%	Salary gapping $625K, training $150K & vehicle maintenance $33K savings; partially offset by medical supplies $371K and part-time staff $135K. Cost shared 50/50.
Corp Buildings & Real Estate	3,774	2,736	4,474	(700)	(18.5)%	Phasing in revenue shortfall ($1.4m over 2 years)
Design & Construction	78	383	78	-	0.0%	
Library	19,864	7,774	19,864	-	0.0%	
Total Operating	**113,662**	**44,532**	**117,910**	**(4,249)**	**(3.7)%**	
Debt Charges and Cont. to Capital	**10,181**	**3,475**	**10,181**	**-**	**0.0%**	
TOTAL COMMUNITY SERVICES	**123,843**	**48,007**	**128,091**	**(4,249)**	**(3.4)%**	
BOARDS & AGENCIES						
HECFI	2,051	399	2,051	-	0.0%	
Animal Control	1,421	648	1,542	(121)	(8.5)%	Stoney Creek animal control $100K and dog license renewals $21K unfavourable.
Art Gallery of Hamilton	440	220	440	-	0.0%	
Conservation Authorities	3,439	1,580	3,439	-	0.0%	
Municipal Property Assessment Corp.	4,533	2,267	4,533	-	0.0%	
Other	755	340	755	-	0.0%	
Total Operating	**12,639**	**5,454**	**12,760**	**(121)**	**(1.0)%**	
Debt Charges and Cont. to Capital	**133**	**55**	**133**	**-**	**0.0%**	
TOTAL BOARDS & AGENCIES	**12,772**	**5,510**	**12,893**	**(121)**	**(0.9)%**	

( ) - Denotes unfavourable variance

Attachment One
to FCS02091

CITY OF HAMILTON
2002 OPERATING BUDGET VARIANCE REPORT
TAX SUPPORTED BUDGET (000's)

	2002 Approved Budget	2002 May 31 Actual	2002 Projected Year-End	2002 Projected Variance		Comments/Explanations
				$	%	
GRANTS	**2,758**	**1,084**	**2,758**	**-**	**0.0%**	
CORPORATE FINANCIALS						
Operating	3,713	(1,131)	3,831	(118)	(3.2)%	Additional requested contribution to Bulldogs.
Restructuring / Other	(2,500)	-	-	(2,500)	100.0%	Potential variance as savings not likely to be realized in 2002.
Debt Charges and Cont. to Capital	13,981	11,399	12,981	1,000	7.2%	External debt charge issuance cost less than budgeted.
TOTAL CORPORATE FINANCIALS	**15,194**	**10,268**	**16,812**	**(1,618)**	**(10.6)%**	
TOTAL CITY EXPENDITURES	**439,599**	**197,414**	**450,127**	**(10,528)**	**(2.4)%**	
POLICE SERVICES						
Operating	83,918	31,458	83,918	-	0.0%	
Debt Charges and Contribution to Capital	1,224	-	1,224	-	0.0%	
TOTAL POLICE SERVICES	**85,142**	**31,458**	**85,142**	**-**	**0.0%**	
TOTAL EXPENDITURES	**524,741**	**228,872**	**535,269**	**(10,528)**	**(2.0)%**	
NON PROGRAM REVENUES						
Community Reinvestment Fund	(22,462)	(6,069)	(22,462)	(0)	(0.0)%	
Other Provincial Grants	-	-	(250)	250	#DIV/0!	
Investment Income	(2,437)	(6,293)	(2,437)	-	0.0%	0
Hydro Interest	(2,000)	(2,280)	(2,300)	300	15.0%	Debenture payment higher than budgeted.
Penalties & Interest	(11,550)	(4,309)	(11,550)	-	0.0%	
Payments in Lieu of Taxes	(14,047)	-	(13,797)	(250)	(1.8)%	Preliminary estimate projecting slight shortfall.
Right of Way Taxes	(3,311)	(18)	(3,311)	-	0.0%	
Supplementary Taxes	(3,496)	-	(3,496)	-	0.0%	
Tax Remissions / Write Offs	5,691	1,550	5,691	-	0.0%	
Tax Credits, Rebates & Capping	5,944	200	5,944	-	0.0%	
TOTAL NON PROGRAM REVENUES	**(47,669)**	**(17,219)**	**(47,969)**	**300**	**(0.6)%**	
Transfer from Tax Stabilization Reserve (Annualization)			**(3,950)**	**3,950**	**0.0%**	
TOTAL 2002 OPERATING LEVY	**477,072**	**211,653**	**483,351**	**(6,278)**	**(1.3)%**	

( ) - Denotes unfavourable variance.

Attachment Two
to FCS02091

CITY OF HAMILTON
2002 OPERATING BUDGET VARIANCE REPORT
RATE SUPPORTED BUDGET ($ 000's)

	2002 Approved Budget	2002 May 31 Actual	2002 Projected Actual	2002 Projected Variance		
				$	%	Comments/Explanations
EXPENDITURE:						
Environmental Services						
Combined Services	14,501	3,970	14,327	174	1.2%	Vacancy savings
Metered/Nonmetered Billing	2,262	600	2,262	-	0.0%	
Meter Operations	1,161	723	1,655	(494)	-42.5%	Unfavorable variance in Contractual Services to complete work related to permits issued in 2001; Unfavorable variance in Misc. supplies due to increase in Plan A, B permits and changes to rules about meter inspections
Maintenance	18,305	4,302	18,223	82	0.4%	
Regulatory Services	1,088	385	1,069	19	1.7%	
Plant and Outstations Operations	19,114	7,718	19,114	-	0.0%	
Financial Charges	2,787	653	2,787	-	0.0%	
Sub-Total Environmental Services	**59,218**	**18,351**	**59,436**	**(218)**	**-0.4%**	
Capital & Reserve Expenses						
Transfer to Capital Budget	35,501	35,501	35,501	-	0.0%	
Transfer to Capital - PCP	3,200	3,200	3,200	-	0.0%	
Cost Share of Roads Program	1,400	1,400	1,400	-	0.0%	
Transfer to Reserves	2,252	0	2,252	-	0.0%	
Debt Charges - Development	4,289	1,181	4,289	-	0.0%	
Debt Charges - WQ (PCP)	3,217	891	2,217	1,000	31.1%	External debt charge issuance cost for water quality projects less than budgeted.
Sub-Total Capital Expenses	**49,859**	**42,173**	**48,859**	**1,000**	**2.0%**	
TOTAL EXPENDITURES	**109,077**	**60,524**	**108,296**	**782**	**0.7%**	

( ) - Denote[illegible]vourable Variance

Attachment Two
to FCS02091

CITY OF HAMILTON
2002 OPERATING BUDGET VARIANCE REPORT
RATE SUPPORTED BUDGET ($ 000's)

	2002 Approved Budget	2002 May 31 Actual	2002 Projected Actual	2002 Projected Variance $	2002 Projected Variance %	Comments/Explanations
REVENUES:						
Rate Revenue						
Metered	86,432	15,382	86,432	-	0.0%	
Non-Metered	14,544	2,086	14,544	-	0.0%	
Other	98	41	98	-	0.0%	
Sub-Total Utility Rates	**101,075**	**17,510**	**101,075**	**-**	**0.0%**	
Non-Rate Revenue						
Raw Water Sales	200	93	200	-	0.0%	
Metered Operations	593	684	976	383	64.6%	Favorable variance related to deferral of permit revenue collected in 2001 to 2002 to offset unfavorable variance in Contractual Services.
Metered/Unmetered billing	30	0	15	(15)	-50.0%	Revenues to be collected less than expected.
Maintenance	-	5	25	25	0.0%	
Financial Charges	924	200	874	(50)	-5.4%	
Local Improvement Recoveries	2,053	(37)	2,053	-	0.0%	
Overstrength Agreements	1,000	226	1,000	-	0.0%	
Sewer Surcharge Agreements	1,000	58	1,500	500	50.0%	Revenues from various user fees higher than expected.
Reserves	1,310	-	1,310	-	0.0%	
Miscellaneous Revenue	198	69	194	(4)	-2.0%	
Permits/Leases/Agreements	696	408	703	6	0.9%	
Sub-Total Non-Rate Revenue	8,003	1,705	8,848	845	10.6%	
TOTAL REVENUES	**109,077**	**19,215**	**109,923**	**845**	**0.8%**	
TOTAL PROJECTED RATE VARIANCE				**1,627**		

( ) - Denotes Unfavourable Variance

AFFECTS WARD 6

CITY OF HAMILTON

10.3

FINANCE & CORPORATE SERVICES
Corporate Management Services

Report to:	Mayor and Members Committee of the Whole	**Submitted by**:	Joseph L. Rinaldo, General Manager
Date:	July 10, 2002	**Prepared by:**	Bill Young 546-2469

SUBJECT: Request for a School Crossing Guard at the intersection of Fennell Avenue and High Street (FCS02089) (Ward 6)

RECOMMENDATION:

That a School Crossing Guard not be assigned to the intersection of Fennell Avenue and High Street.

WH Joseph Rinaldo

Joseph L. Rinaldo, General Manager
Finance & Corporate Services

EXECUTIVE SUMMARY:

City Council policy has been to remove School Crossing Guards from locations with new Intersection Pedestrian Signals (IPS) after an appropriate period, not to exceed one month, during which the children are educated on how to cross with the signals.

The guard at this intersection was removed upon the installation of an IPS in 1996.

BACKGROUND:

Councillor Tom Jackson has requested an investigation into the need for a School Crossing Guard at the intersection of Fennell Avenue and High Street, and has asked that a copy of a petition be attached to this report.

Staff conducted studies at this intersection, which is controlled by an IPS, during both the morning and afternoon school crossing periods. During the morning there were 20 crossings of Fennell and 6 crossings of High while during the afternoon there were 16 crossings of Fennell and 12 of High. No problems whatsoever were experienced by children crossing with the IPS during the studies.

Intersection Pedestrian Signals create a right-of-way and provide safe gaps in the traffic to allow safe crossings of pedestrians, and therefore, in virtually all cases, the assignment of a School Crossing Guard is not warranted at an IPS, and would be considered a redundant form of traffic control.

It is not practical or feasible to assign School Crossing Guards to every intersection where children cross the road. In order to properly allocate resources, School Crossing Guards are assigned to locations where documented safety problems, and/or where children experience difficulty crossing the road. As noted above, observations indicate that pedestrians confidently and correctly cross these roadways with the IPS.

ANALYSIS OF ALTERNATIVES:

While a School Crossing Guard would be an additional and redundant form of traffic control during the school hours, it would not benefit children crossing at this location at other times, and therefore, result in inconsistencies for children using the intersection. The use of Intersection Pedestrian Signals at locations such as this provide sufficient gaps in traffic and allow children to cross safely and consistency at all hours of the day, seven days a week.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The cost to assign a School Crossing Guard with morning and evening duty times is approximately $4000 per year, plus administrative costs. Funds have been allocated in the 2002 budget for an additional 5 School Crossing Guard locations in 2002, for which none have been committed to by staff at this time.

POLICIES AFFECTING PROPOSAL:

The recommendation is consistent with City Council approved policy for IPS locations.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

The request for a School Crossing Guard at this location, was initiated by Councillor Jackson on behalf of residents of Ward 6. (petition attached). The Hamilton Police Department, and Transportation, Operations and Environment Department (Traffic) have been consulted.

CITY STRATEGIC COMMITMENT:

The replacement of the School Crossing Guard with an IPS in 1996 has provided all day, all year crossing protection that is not possible with a guard; encourages children to walk to and from school, and to use school facilities outside of the normal guard hours.

BY/POE0209
Attach.

c.c. Peter M. Crockett, General Manager, Transportation, Operations & Environment

CITY OF HAMILTON

PETITION

REASON FOR PETITION: WE, THE UNDERSIGNED, RESPECTFULLY REQUEST THE IMPLEMENTATIO
A SCHOOL CROSSING GUARD FOR THE INTERSECTION OF FENNELL AVE
EAST AND HIGH STREET. THERE HAVE BEEN NUMEROUS NEAR MISSES
WHERE OUR CHILDREN HAVE ALMOST BEEN HIT AND WE HAVE BEEN TR
TO GET A CROSSING GUARD FOR THIS LOCATION FOR SEVERAL YEARS.
SAFETY ISSUE HAS BEEN ESCULATING AND WE ARE IN CONSTANT FEAR
OUR CHILDREN BEING HIT.

A petition containing 69 names was received from residents living in the area of Fennell Avenue East and High Street. An original copy of the petition is in the possession of the Co-ordinator of Council/Committee of the Whole.

AFFECTS WARD 6

CITY OF HAMILTON

10.4

FINANCE & CORPORATE SERVICES
Corporate Management Services

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Joseph L. Rinaldo, General Manager
Date:	July 10, 2002	**Prepared by:**	Bill Young 546-2469

SUBJECT: Request for a School Crossing Guard at the intersection of Upper Ottawa and Beaconsfield Streets (FCS02088) (Ward 6)

RECOMMENDATION:

That a School Crossing Guard not be assigned to the intersection of Upper Ottawa and Beaconsfield Streets.

Joseph Rinaldo

Joseph L. Rinaldo, General Manager
Finance & Corporate Services

EXECUTIVE SUMMARY:

City Council policy has been to assign School Crossing Guards to locations where there are documented safety concerns and/or where school children are experiencing difficulties in crossing public highways.

BACKGROUND:

Councillor Tom Jackson has requested an investigation into the need for a School Crossing Guard at the intersection of Upper Ottawa and Beaconsfield Streets, and has asked that a copy of a petition be attached to this report.

Staff conducted studies at this intersection of during both the morning and afternoon school crossing periods. During the morning there were no crossings of Upper Ottawa and 13 crossings of Beaconsfield while during the afternoon there were 2 crossings of Upper Ottawa and 23 of Beaconsfield. No problems whatsoever were experienced by children crossing at this location during these studies.

It is not practical or feasible to assign School Crossing Guards to every intersection where children cross the road. In order to properly allocate resources, long standing practice has been to assign School Crossing Guards to locations where there are documented safety problems, and/or where children experience difficulty crossing the road. As noted above, observations indicate that pedestrians confidently and correctly cross these roadways under present conditions.

ANALYSIS OF ALTERNATIVES:

Any children and/or their parents who are concerned about crossing at this location could cross one block south with the traffic signal at Upper Ottawa and Larch.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The cost to assign a School Crossing Guard with morning and evening duty times is approximately $4000 per year, plus administrative costs. Funds have been allocated in the 2002 budget for an additional five (5) School Crossing Guard locations in 2002, but none have been committed to by staff at this time.

POLICIES AFFECTING PROPOSAL:

The recommendation is consistent with long-standing policy of assigning school crossing guards only to locations where there are documented safety concerns and/or children experience difficulties crossing public highways.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

The request for a School Crossing Guard at this location was initiated by Councillor Tom Jackson on behalf of residents of Ward 6. (petition attached)

CITY STRATEGIC COMMITMENT:

Currently, during school crossings periods, children cross at this location confidently without any assistance. Maintaining the status quo at this intersection will allow for funding for School Crossing Guards at locations where the safety of children is a concern.

BY/(POE0208)
Attach.

c.c. Peter M. Crockett, General Manager, Transportation, Operations & Environment

PETITION FOR SCHOOL CROSSING GUARD

AT BEACONSFIELD AND UPPER OTTAWA

The following parents are very concerned about the safety of their children who have to cross Upper Ottawa Street each day to get to St. Daniel's School (75 Anson). There is no school bus service for St. Daniel's School.

A petition containing 8 names was received from residents living in the area of Upper Ottawa Street. An original copy of the petition is in the possession of the Co-ordinator of Council/Committee of the Whole.

SECTION 11

SECTION 12

AFFECTS
WARD 2

CITY OF HAMILTON

12.1

PLANNING AND DEVELOPMENT DEPARTMENT
Long Range Planning and Design Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Lee Ann Coveyduck General Manager
Date: **File:**	July 19, 2002	**Prepared by:**	Sinisa (Sonny) Tomic (905) 643-1262, Ext. 221

SUBJECT: Bay Street 2002 Pedestrian Improvements (PD02157) (Ward 2)

RECOMMENDATION:

(a) That the design concepts for Bay Street between Main and Cannon Streets, as described in Table 1 and as depicted on the Bay Street Design Concept Plan, be received and that the following changes to the Bay Street right-of-way, shown in Appendix "B" attached to Report PD02157, be approved.

(i) Adjust curbs on the east and west side of the street between Main and King Streets.

(ii) Adjust curb on the west side of the street between King and York Streets.

(iii) Remove one (1) traffic lane and re-align curb on the West Side of Bay Street between York and Cannon Streets.

(iv) Special intersection paving of King and Bay Streets.

(b) That the Community Services Department proceed with preparation of construction drawings and tender documents in accordance with the approved design concepts as shown on Appendix "A", "B" and "C" attached to Report PD02157.

(c) That Staff proceed with tender call and construction, (in accordance with the design depicted in Appendix "A", "B", and "C" attached to Report PD02157), provided that the tender call and construction does not jeopardize SuperBuild funding.

(d) That, if SuperBuild funding is not confirmed, the Community Services Department complete construction drawings and tender documents, issue a tender call, as per recommendation "(a)", (but not award the contract until SuperBuild funding is confirmed), and proceed with the purchase of streetlights only, in accordance with the design depicted in Appendix "C" attached to Report PD02157, consistent with Option 2 outlined in Table 2 in the Financial/Staffing and Legal Implications section of this report.

Lee Ann Coveyduck
General Manager
Planning and Development Department

EXECUTIVE SUMMARY:

The Hamilton Downtown Mobility Street Master Plan project will implement Downtown Secondary and Transportation Master Plans, as approved by Council last year.

The long-term master plans are under development for Bay, James, John, Hunter and Cannon Streets. Design concepts for 2002 Bay Street pedestrian improvements between Main and Cannon Streets are the most advanced since these are scheduled for completion ahead of the Canadian and World Cycling Championships and the opening of the new Federal Building in summer 2003. The 2002 Bay Street pedestrian improvements include widening of sidewalks with inclusion of Urban Braille, creation of continuous green boulevards on selected urban blocks and provision of the new street furniture including new streetlight standards.

The Bay St. Streetscaping project is subject to Millennium SuperBuild funding which has yet to be confirmed by the Federal and Provincial governments. Staff has been advised that proceeding with a tender call and construction may jeopardize SuperBuild funding. Furthermore, staff is advised that a decision with respect to SuperBuild funding would not be forthcoming until at least October 2002. Based on this information staff have identified three options which discuss both the financial and construction schedule impacts, refer to the Financial/Staffing and Legal Implications section of this report.

Based on the analysis of risk options identified in this report, staff are recommending that, if SuperBuild funding is not confirmed prior to the completion of the tender documents, the Community Services Department complete construction drawings and tender documents and issue a tender call, as per recommendation "(a)", (but not award the contract until SuperBuild funding is confirmed), and proceed with the purchase of streetlights only, in accordance with the design depicted in Appendix "C" attached to Report PD02157.

This is consistent with Option 2 outlined in the Financial/Staffing and Legal Implications section of this report.

BACKGROUND:

On December 12, 2001, City Council pre-approved a 2002 capital budget allocation for the development of Master Plans for Pedestrian Improvements for five (5) mobility streets and two (2) traditional streets in Downtown Hamilton (PD 01194/CS 01113FCS 01141/TOE 1209). These Master Plans will implement the policies for street improvements contained in the Downtown Secondary Plan and the Downtown Transportation Master Plan.

A consulting team led by The MBTW Group Limited was retained in February 2002, to lead and co-ordinate master planning for James, John, Hunter, Cannon and Bay Streets; see Appendix "A" attached to Report PD02157. The Master Plans will be completed later this year. Once approved by Council, these Master Plans will guide capital budget programming for these streets over the coming years.

The consulting contract also allowed for the fast tracking of design for Bay Street between Main and Cannon Streets. The intention was to provide clear direction for the preparation of construction drawings for pedestrian improvements for this section of Bay Street. The City hopes to commence construction of these improvements in the fall of 2002, subject to conditions of approval of SuperBuild funding for the project.

The design concepts have now been finalized for a series of improvements along Bay between Main and Cannon Streets, see Appendix "B" attached to Report PD021570. With Council's approval, Community Services Department will proceed immediately with the completion of final construction drawings and tender documents. The design concepts for the 2002 improvements to this segment of Bay Street will be incorporated into the overall Master Plan for the entire length of Bay Street and finalized later this year.

Bay Street Design Concept

The design concept for 2002 pedestrian improvements to Bay Street between Main and Cannon Streets reflect Downtown Secondary Plan and Downtown Transportation Master Plan policies related to public realm enhancements. These pedestrian improvements include widening of sidewalks, enhancement of the pedestrian realm with more landscaping (trees), new street furniture and new streetlighting standards. All improvements respect current needs for entrances and on-street parking along the street. A double row of tree planting is proposed along the existing west side curb at Sir J. A. MacDonald Secondary School to provide a safer and more pedestrian-friendly environment. This would be accomplished by removing one (1) west side traffic lane, see Appendix "B" attached to Report PD02157.

The complete Master Plan for Bay Street, including longer-term enhancements, will be brought before Council later this year. Proposals may include creation of a new green boulevard, widening and special sidewalk/roadway treatment in front of Copps Coliseum and Jackson Square (west side of Bay Street between King and York Streets), as well as special paving treatment of intersections/crosswalks at Main and Cannon Streets. Widening of the sidewalks will also accommodate new street furniture and public art features at specific locations. The initial works would include special paving treatment of the intersection of Bay and King Streets.

Urban Braille

2002 pedestrian realm improvements are designed to incorporate Hamilton's Urban Braille system. This will include an unobstructed pedestrian path, navigational lines, special intersection/ramp treatment and engraved street name plates for the visually challenged.

Streetlights

2002 Bay Street Pedestrian improvements include new streetlights. The new streetlight design is the result of careful deliberation and co-ordination between several City departments, including Planning and Development, Community Services and TOE. The main objective was to have an original, high-quality design with low maintenance needs.

The design concept proposes a creative mix of contemporary and traditional styles with standard pole and luminaire features. This type of streetlight will be used in the future

within the wider Civic Precinct of the Downtown. The new streetlights will provide sufficient light levels for traffic and pedestrians and accommodate a wider range of other features such as banners, flower baskets, Hamilton's new logo and a special light feature at the top, see Appendix "C" attached to Report PD02157. In order to ensure timely delivery of street lights, staff are recommending that the required lights be pre-ordered.

Public Art

Bay Street connects a number of the most important civic places in Downtown Hamilton (City Hall, Board of Education, new federal Building, and Copps Coliseum). The Master Plan will emphasize the need to celebrate local culture and history through public art. Public art will be the primary streetscape feature where a lack of space does not allow for the creation of more significant tree planting (i.e. front of Copps Coliseum). For this location, art may include sport or entertainment themes. The public art component will be addressed in detail as part of long-term improvements later this year.

Changes to Curbs and Traffic Lanes

2002 Bay Street Pedestrian improvements include partial curb alignments and traffic lane changes. In order to create a more pedestrian friendly environment with landscaped boulevards, modest curb re-alignments (less than a metre) will occur within the block between Main and King Streets (both sides), and the west side of the block between King and Market Streets. The west side of the block between Market and York Streets (in front of new Federal Building) will have curb alignments to accommodate needs for drop-off parking and creation of a landscaped boulevard. On the west side of the block between York and Cannon Streets, the number of traffic lanes will be reduced from four (4) to three (3) to allow for creation of a landscaped boulevard. This curb change will retain the double left turning lane to Cannon Street.

Table 1 summarizes the proposed short-term and long-term improvements to Bay Street between Main and Cannon Streets. Note that the 2002 improvements on Bay Street do not include new streetlights adjacent to Copps Coliseum and Jackson Square. These will be included when additional improvements will be undertaken in conjunction with future improvements to Copps Coliseum and may also require curb changes to the adjacent lane.

TABLE 1 - BAY STREET IMPROVEMENTS SUMMARY										
Bay Street (Main to Cannon St.)	**2002 IMPROVEMENTS PD 02157**					**LONG-TERM IMPROVEMENTS (will be brought forward in Fall 2002)**				
Street blocks	Streetscape elements					Streetscape elements				
	Sidewalk widening (curb changes)	Tree planting	Special landsc. Features	Street lights	Pub. art	Sidewalk widening (curb changes)	Tree Planting	Special landsc. Features	Street Lights	Public art
Main to King (east side)	■	■		■						■
Main to King (west side)	■	■		■						■
King to York (east side)						■	■		■	■
King to York (west side)	■	■		■						■
York to Cannon (east side)						■	■	■	■	■
York to Cannon (west side)	■	■	■	■						■

FINANCIAL/STAFFING / LEGAL IMPLICATIONS:

Financial

Council allocated $3.2 million in the 2002 Capital Budget for Bay Street pedestrian improvements based on a three-way cost sharing arrangement between the City, the Province and the Federal government. Commencement of construction in 2002 is contingent upon approval of funding under the SuperBuild Program. SuperBuild officials have advised that final funding decisions will be delayed until September. While the Program will cover design costs incurred prior to funding approval, it is not clear whether tendering constitutes "initiating" the project. As the SuperBuild program may fund projects that have already been initiated the City may jeopardize funding by proceeding with the tender process. Staff has asked SuperBuild officials to confirm whether or not tendering would put project funding at risk. In the event that tendering must be delayed until SuperBuild funding is confirmed, staff would like to finalize construction drawings, tender documents and order streetlights. These items will be charged against Council's contribution to the capital budget allocation for the project.

In either case it is now evident that construction of the Bay Street pedestrian improvements will extend into 2003 and may not be entirely complete in time for the Canadian Cycling Championships in June/July 2003.

Given that SuperBuild funding is not yet approved and may impact the Cycling Championships, the three options have been developed refer to table 2 below.

TABLE 2: Financial and Construction Risk Analysis pending SuperBuild Funding

Option	Financial Risk	Construction Schedule Impact
OPTION 1 Defer Tender Call until SuperBuild Funding is secured.	▪ No financial risk with respect to obtaining SuperBuild funding. ▪ Does not commit City to project, as no tenders would be called. Tenders would not be called until funding is confirmed either through 100% City funding or with SuperBuild funding	▪ Complete construction drawings and tender documents ▪ Defer tender call until late October 2002 ▪ Award early December 2002 ▪ Construction Start March/April 2003 ▪ Major work during spring and summer 2003 ▪ Significant impacts and construction. ▪ Construction would not be completed for Canadian Cycling championships, may impact Worlds
OPTION 2 Proceed with ordering and purchasing of decorative streetlights, call tenders but NOT AWARD until SuperBuild funding is confirmed.	▪ Medium SuperBuild funding risk as decorative streetlights would be pre-ordered. ▪ Partially commits City to completing projects as lights would be purchased and ordered. Value of lights is approximately $500,000. ▪ Limited actual expenditures	▪ Complete construction drawings and tender documents by end of August 2002. ▪ Issue tender call mid September 2002 ▪ Award only upon confirmation of Super Build Funding (late October) ▪ Subject to weather, some work could start in fall 2002 ▪ Major work during spring and summer 2003 ▪ Significant co-ordination of construction activities to coincide with Canadian Cycling championships.

		Small portion of work completed by Canadian championships, weather dependent ▪ Lights would be delivered in early spring 2003 ▪ Limited to no impact on World Cycling championship (assume funding confirmation in fall of 2002)
OPTION 3 Proceed with tender call including ordering of decorative street lights	▪ High SuperBuild funding risk as the entire project would be issued for tender call and construction would proceed ASAP ▪ Commits City to completing projects as lights would be purchased and ordered and a contract signed. ▪ If SuperBuild funding were lost, City would be responsible for 100% of project cost.	▪ Complete construction drawings and tender documents by September 2002 ▪ Tender call mid September ▪ Award end September 2002 ▪ Construction starts October 2002. ▪ Work commences in fall 2002 remaining in spring of 2003 ▪ Partial co-ordination of construction activities to coincide with Canadian Cycling championships. Majority portion of work completed by Canadian championships, weather dependent ▪ Lights would be delivered in early spring 2003 ▪ No impact on World Cycling championship

While Option 3 would have the least construction impact, it has the highest financial risk and, therefore, if SuperBuild were lost, the City would be responsible for 100% of the project cost. Conversely, if the tender call and the construction were deferred until SuperBuild funding is approved, construction of this project would not commence until the spring of 2003, which will have a significant impact on the Canadian and potential impact on World Cycling Championships.

Based on the above analysis staff are recommending Option 2. This option, while posing a risk to SuperBuild funding, does allow the project to move forward by pre-ordering the decorative street lights which require a period of 6 months to be manufactured and delivered. In addition it allows the project to be tendered, but not awarded. Staff advise however that there is a risk with this option.

- Staffing – N/A.
- Legal – N/A.

POLICIES AFFECTING PROPOSAL:

Scope of the project, Urban Design Objectives and work for this project complies with Section 24 of the Planning Act, as well as conform to the following approved policy documents:

- Hamilton Downtown Secondary Plan
- Hamilton Downtown Transportation Master Plan
- Vision 2020

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

These design concepts are the result of review and analysis by staff from several City departments, including Planning and Development, Community Services, Transportation Operations and Environment, Hamilton Street Railway Company (HSR) and Corporate Management Services (Parking and Operations).

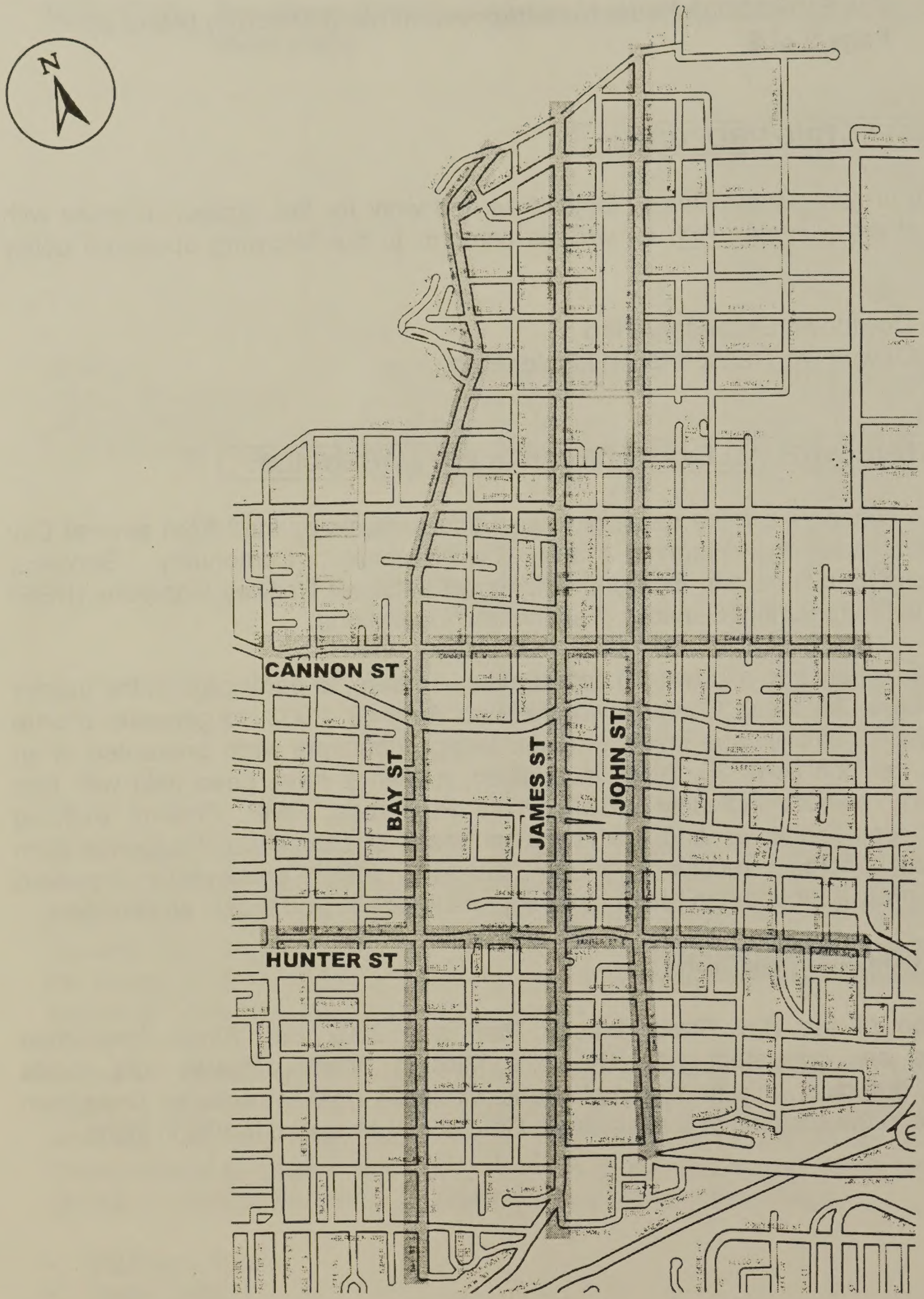
The wider community has had two (2) opportunities, to date, to participate in the master planning process. An Ideas Charette was held on April 18, 2002, to generate a wide range of ideas for streetscape improvements. Design concepts were presented at an Open House held on June 25, 2002. In addition, meetings have been held with Bay Street property owners including HECFI, Yale Properties, HMP, Federal Building development representatives and the Hamilton Board of Education. Response from Public and Stakeholders received, to date, supports design concept for improved comfort and safety in pedestrian realm, greening of the street, and public art initiatives.

CITY STRATEGIC COMMITMENT:

Implementation of the Bay Street Master Plan and 2002 Bay Street Pedestrian improvements are consistent with Council's Mission, Vision, Values and Goals Statement. In particular, this project implements Council's goal to revitalize Downtown and contribute to the creation of a sustainable Community as stated in Vision 2020.

:ST
Appendix (3)

APPENDIX A TO COMMITTEE OF THE WHOLE
REPORT PD02157


N
CANNON ST
BAY ST
JAMES ST
JOHN ST
HUNTER ST

CITY OF HAMILTON
PLANNING AND DEVELOPMENT DEPARTMENT

▨ *STUDY AREA*

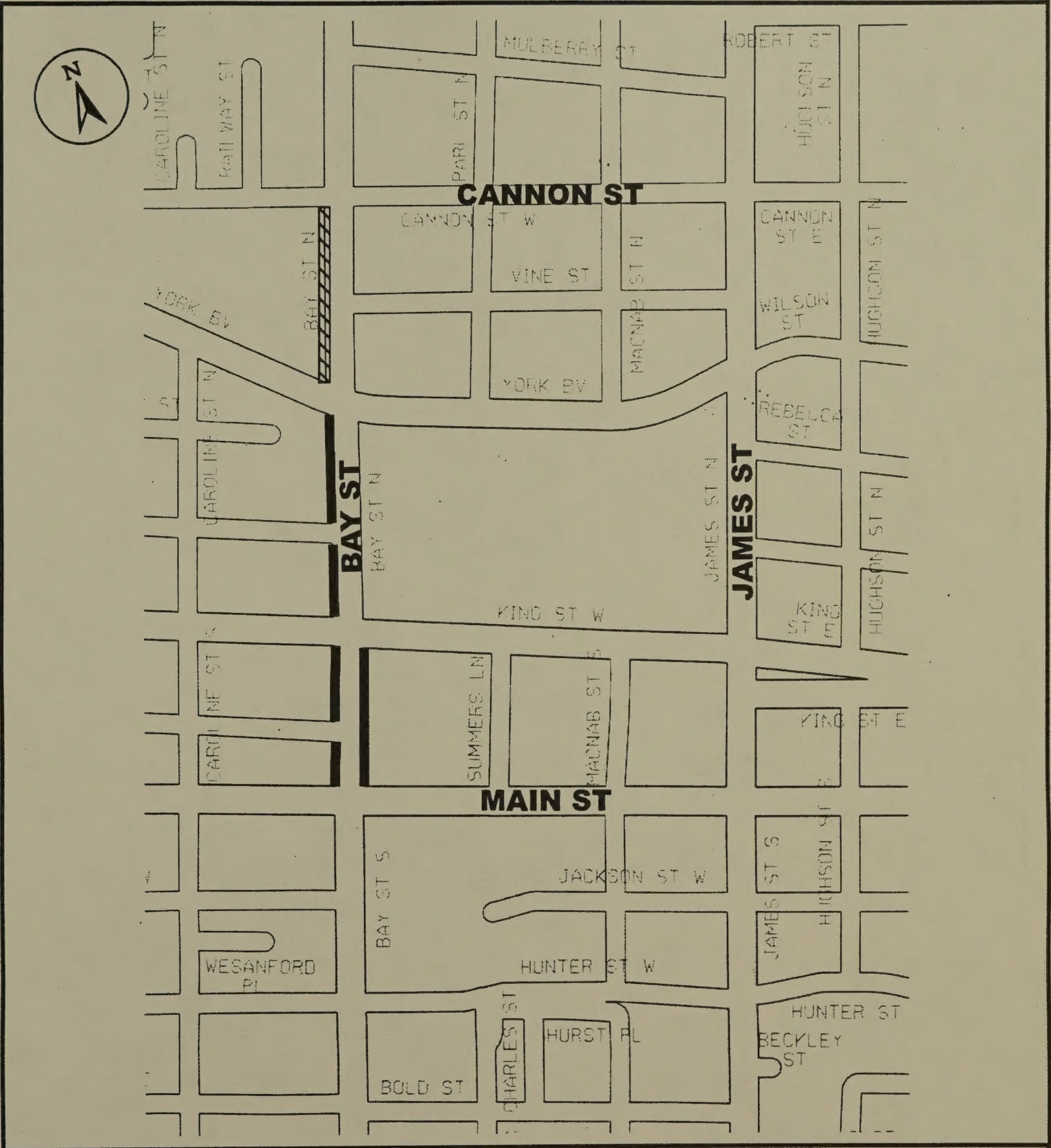
HAMILTON DOWNTOWN
MOBILITY STREET
MASTER PLANS

STUDY AREA

JULY, 2002

MAP NOT TO SCALE

APPENDIX B TO COMMITTEE OF THE WHOLE
REPORT PD02157


N
CAROLINE ST N
RAILWAY ST
MULBERRY ST
ROBERT ST
HUGHSON ST N
PARK ST N
CANNON ST
CANNON ST W
CANNON ST E
VINE ST
MACNAB ST N
WILSON ST
HUGHSON ST N
YORK BV
BAY ST N
YORK BV
REBECCA ST
CAROLINE ST N
BAY ST
BAY ST N
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KING ST E
HUGHSON ST N
CAROLINE ST S
SUMMERS LN
MACNAB ST S
KING ST E
MAIN ST
BAY ST S
JACKSON ST W
JAMES ST S
HUGHSON ST S
WESANFORD PL
HUNTER ST W
HUNTER ST
CHARLES ST
HURST PL
BECKLEY ST
BOLD ST

CITY OF HAMILTON
PLANNING AND DEVELOPMENT DEPARTMENT

▬	***CURB ALIGNMENT AND LANDSCAPING***
▨	***LANE REMOVAL, CURB ALIGNMENT AND LANDSCAPING***

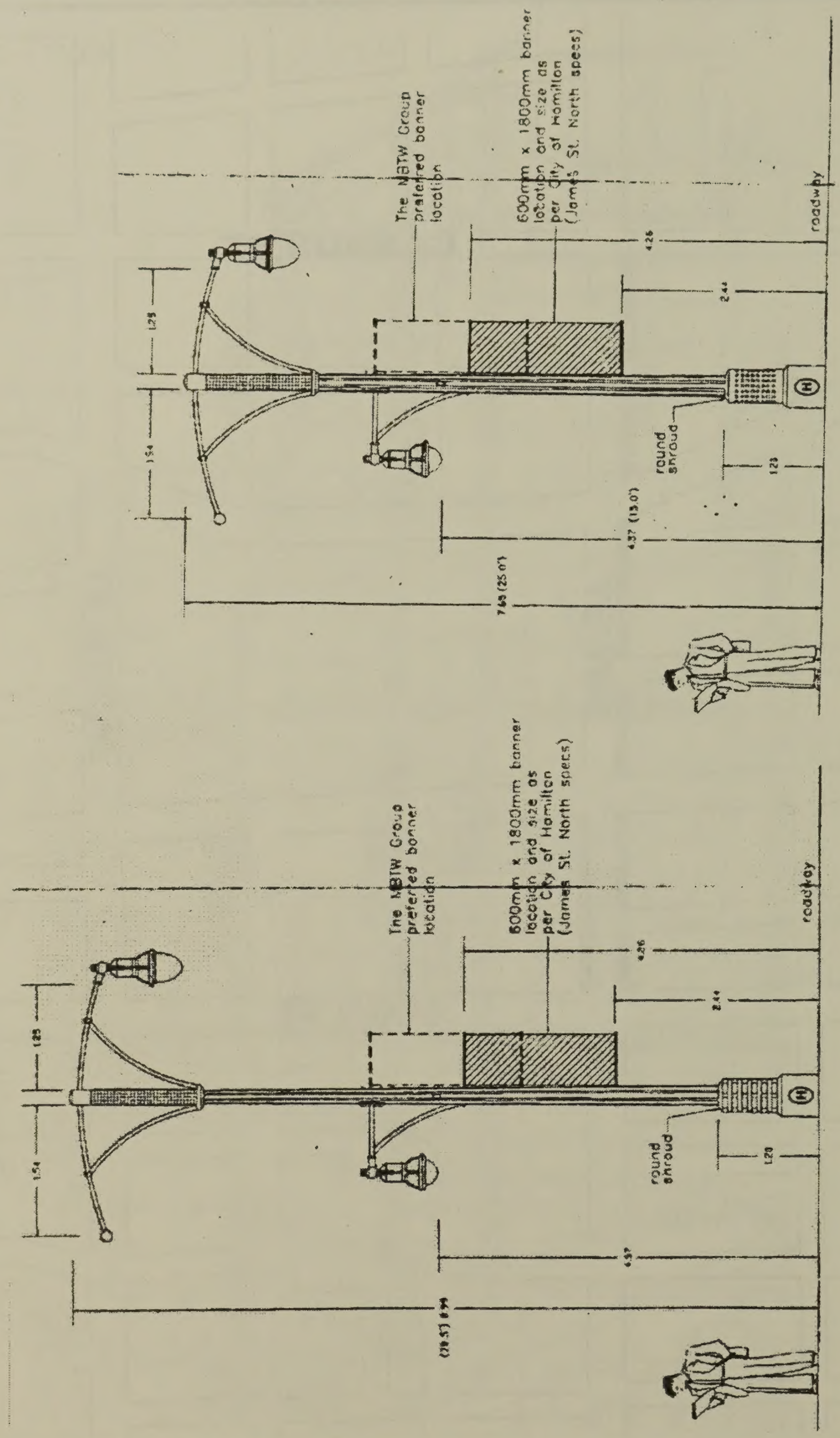
HAMILTON DOWNTOWN
MOBILITY STREET
MASTER PLANS

BAY STREET 2002 PEDESTRIAN IMPROVEMENTS

JULY, 2002

MAP NOT TO SCALE

APPENDIX C TO COMMITTEE OF THE WHOLE
REPORT PD02157


The NBTW Group preferred banner location
600mm x 1800mm banner location and size as per City of Hamilton (James St. North specs)
roadway
round shroud
1.25
1.54
4.26
2.44
1.23
4.37 (13.0')
7.63 (25.0')
The NBTW Group preferred banner location
600mm x 1800mm banner location and size as per City of Hamilton (James St. North specs)
roadway
round shroud
1.25
1.54
4.26
2.44
1.20
4.37
(28.5') 8.69

CITY OF HAMILTON
PLANNING AND DEVELOPMENT DEPARTMENT

HAMILTON DOWNTOWN
MOBILITY STREET
MASTER PLANS

BAY STREET 2002 STREET LIGHTS CONCEPT

JULY, 2002

MAP NOT TO SCALE

SECTION 13

CITY WIDE IMPLICATIONS

13.1

CITY OF HAMILTON

SOCIAL AND PUBLIC HEALTH SERVICES DEPARTMENT
Health Protection Branch

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Dr. Monir Taha Acting Medical Officer of Health
Date:	August 6, 2002	**Prepared by:**	Susan Harding-Cruz 546-3576

SUBJECT: **Provincial Mandatory Food Handler Training and Certification – SPH02023**

RECOMMENDATION:

a) That City Council correspond with the Minister of Health and Long-Term Care to request that Bill 66, an Act to amend the Health Protection and Promotion Act to require a certified food handler be present at all times during the operation of a food premise (1st reading May 30, 2002), be amended so that:

(i) Certification requirements be limited to high and medium risk food premises, and;
(ii) Certification requirements be expanded to include the certification of at least one manager who shall be present at all times during the operation of a food premises;

b) That such correspondence be copied to the Association of the Municipalities of Ontario (AMO) and the Association of Local Public Health Agencies (alPHa); and

c) That Council, in the event that provincially mandated certification does not occur in the near future or is deemed insufficient, instruct the appropriate City department(s) to draft local municipal legislation for mandatory certification of food handlers in Hamilton food premises. Such legislation should specifically require at least one certified food handler and one certified manager to be present when a high risk or medium risk food premises is operating.

Dr. Monir Taha, Acting Medical Officer
of Health, Social & Public Health Services

EXECUTIVE SUMMARY:

There is research evidence to support mandatory training and certification for food handlers, however this is not provincially or municipally mandated currently.

Mandatory food handler training and certification might soon be added to the Ontario Health Protection and Promotion Act should Bill 66, which demands that each food premises has present a certified food handler during its operation, come into force. Hamilton's recommendation, however, would be to have one manager in addition to the one food handler present in high and medium, but not low, risk food premises.

First read May 30, 2002, Bill 66 is proposed to come into force July 1, 2003.

BACKGROUND:

Mandatory certification exists in several provinces and cities in Canada and the United States. Many health units in Ontario have sent letters to the province to request provincially mandated certification.

"Food handler training has been proven to be effective in both improving knowledge and food handling behaviour" (Eby et al. Is There Evidence to Recommend Mandatory Certification in Food Handlers? MIEH WP01-01, 2001). Although Ontario public health units are required to provide certification courses to food handlers in high and medium risk food premises, no legislation mandates food handlers to take these courses.

There is local support for mandatory food handler training and certification. Consequent to Council's February approval to gather information to recommend a permanent food safety disclosure program, in April and May, consultation sessions were held with Hamilton's public, food operators, and public health inspectors. Participants were also asked about mandatory food handler certification, which all supported. Some members of the public were surprised certification was not already mandated in Ontario.

In addition to the certified food handlers for all premises demanded by Bill 66, it should be recommend to the Minister of Health and Long-Term Care that a manager be certified so that food safety continuity is provided in the event of staff turnover. In contrast to Bill 66, because no food preparation occurs in low risk food premises, it would be recommended that in such places certified food handlers are not required.

ANALYSIS OF ALTERNATIVES:

If Bill 66 fails, a recommended alternative would be to create a local by-law, or to amend the Licensing Code by-law, to require mandatory certification for food handlers employed in Hamilton food premises that would be covered under the by-law.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial/Staffing
As training has not been mandatory, Hamilton certifies an average of 350 people yearly. Bill 66 would impact staffing and resources if 3,500 to 5,000 food handlers had to be trained or processed. This is based on Bill 66's requirement for each of Hamilton's approximately 3,500 operating food premises (an estimated 10,000 food handlers) to have a certified food handler present at all times (some food premises having more than one shift). While the Board of Health could accept other courses as equivalent, staff time would be required to review the course for validity. Additional staffing implications would result from enforcement activities that would be necessary to verify and act upon premises where certification requirements are not being met.

Legal
A provincial law, in addition to removing the need for municipal legislation, would also be more beneficial as it would encompass all food premises that are inspected by the City whereas a local by-law might not include all types of food premises.

If the provincial requirements pass but are found insufficient, it is recommended that Hamilton adopt a local requirement for more specific mandatory certification.

POLICIES AFFECTING PROPOSAL:

The Health Protection and Promotion Act is binding on local boards of health. Any amendments to the Act would lead to changes in the practices of the City of Hamilton.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Public health inspectors within the Social and Public Health Services Department are very supportive of mandatory certification. Several other Ontario health units have sent letters to the province requesting provincially mandated food handler training.

CITY STRATEGIC COMMITMENT:

(Vision 2020, adopted by Regional Council as its vision for the future of Hamilton-Wentworth and endorsed by the Transition Board as the basis of a vision for the "New" City of Hamilton, embodies the concept of a sustainable community which is an equal balance of the economy, the environment, and social/health factors in all municipal decision-making.)

Certification of food handlers in Hamilton should result in an improvement of the health of the population by reducing the incidence of foodborne illness linked to food premises. In addition, the public's confidence in food premises may increase and lead to greater economic activity in the food service industry.

CITY WIDE IMPLICATIONS

13.2

CITY OF HAMILTON

Social and Public Health Services Department
Program Delivery Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Joe-Anne Priel, General Manager Dr. Monir Taha, Acting Medical Officer of Health
Date:	July 16, 2002	**Prepared by:**	Ruby Samra 905-546-3066 & Lisa Taraba 905-546-3520

SUBJECT: Nutritious Food Basket SPH02022 (City Wide)

RECOMMENDATION:

(a) That report number SPH02022 on the cost of a Nutritious Food Basket be received for information.

(b) That Staff be directed to assess, during the 2003 budget process, the adequacy of Ontario Works rates in relation to current costs of nutritious food, affordable and secure housing and other essential needs.

Joe-Anne Priel, General Manager
Social and Public Health Services

Dr. Monir Taha,
Acting Medical Officer of Health

EXECUTIVE SUMMARY:

Monitoring the cost of a Nutritious Food Basket (NFB) in Hamilton provides the City with an indicator of the cost of healthy eating for individuals and families of different compositions. This information can be used on an annual basis to help determine the adequacy of money available for food in relation to current social assistance and minimum wage incomes and to promote and support policy development to increase food security. From 2001 to 2002, there was an increase of $27.54 or 6% in the monthly cost of the NFB for a family of four. Average monthly rental costs in Hamilton from April 2001 to October 2001 increased by $46.25 or 6.9%. This increase in the cost of food and shelter was not offset by an increase in Ontario Works (OW) or minimum wage income.

When housing costs and other basic living expenses are considered, many individuals and families on social assistance or minimum wage do not have an adequate income to purchase nutritious food on a consistent basis. In fact, these individuals often face the difficult choice between meeting their basic shelter needs or meeting their nutritional needs.

Based on the 2002 NFB, the current Special Diet Allowance for lactating OW participants is insufficient to meet nutritional needs during breastfeeding. Funds from the 2002 National Child Benefit Reinvestment Strategy (SPH02016) have been allocated to offset this shortfall for lactating OW participants.

BACKGROUND:

The information contained within this report has city-wide implications.

The NFB is a mandatory food-costing tool that measures the cost of healthy eating based on current nutrition recommendations. The food basket is a list of 66 foods, which can be priced to estimate the average cost of feeding 35 different age and gender groups and a reference family of four. The NFB does not include processed convenience foods, snack foods, foods of little nutritional value or purchases commonly made at grocery stores like laundry detergent, toilet paper or soap. It makes no allowances for special dietary needs of individuals or ethnic groups and does not allow for eating out or inviting friends or other family members over for a meal. The pricing of the NFB does include an additional 5% to cover the cost of miscellaneous foods used in meal preparation such as spices, seasonings, condiments, soups, tea and coffee.

The Ontario Ministry of Health and Long-Term Care requires that the annual NFB costing be done in May or June as the Consumer Price Index (CPI) for food in these months closely reflects the annual average CPI for food. Public health dietitians from May 21-30 conducted food pricing for the 2002 Hamilton NFB. Fifteen grocery stores were included in the pricing survey, with at least one store from each of the main grocery store chains, including independents from across the city.

In 1995, social assistance rates in Ontario were reduced by almost 22%. Rates have not been increased since that date. Furthermore, the minimum wage rate in Ontario has not been increased since 1995 (seven years). Prior to this, the longest period without an increase was four years (1965 to 1969) and three years (1981 to 1984). When the incomes in social assistance and minimum wage scenarios presented in Appendix A are annualized, all fall below the Statistics Canada 2000 Low-Income Cut-Offs (LICOs)[1]. LICOs represent levels of gross income where individuals and families spend approximately 50% of their income on food, shelter and clothing. Several case examples (Appendix A) can be extrapolated based on the 2002 NFB data.

From 2001 to 2002, there was an increase in the monthly cost of the NFB for a family of four of $27.54[2] or 6%. Average monthly rental costs in Hamilton from April 2001 to

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[1] Canadian Council on Social Development using Statistics Canada's Low Income Cut-Offs, from Low income cut-offs from 1991-2000 Catalogue #75F0002MIE-01007, November 2001.

[2] Based on reference family of four, difference of $6.36/week x 4.33=$27.54/month

October 2001 increased by $46.25[3] or 7%. This increase in the cost of food and shelter was not offset by an increase in Ontario Works or minimum wage income. As a result there is an increased reliance on food banks or other charitable food programs and challenges in obtaining or maintaining adequate and stable shelter.

Based on the 2002 NFB, the additional dietary costs associated with lactation are $24.40 per month. When coupled with the expense of recommended monthly vitamin D supplements, the total additional monthly cost is approximately $33.00. Therefore the current lactation diet allowance of $30.00 per month is insufficient to support the nutritional needs during breastfeeding and a further $3.00 per month is required by lactating OW participants.

ANALYSIS OF ALTERNATIVES:

N/A

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Based on the 2002 NFB, and depending on caseload composition, it is estimated that an additional $7,200 to $15,000 would be required annually to support adequate nourishment for breastfeeding OW mothers. Funds from the 2002 National Child Benefit Reinvestment (NCB) Strategy (SPH02016) have been allocated to offset this shortfall. Use of these funds for this initiative is consistent with the goals of the NCB Reinvestment Strategy and will result in no net levy increase for the Municipality.

Given the above scenarios it is recommended that staff assess, as part of the 2003 budget process, the adequacy of the Ontario Works rates in relation to current costs of nutritious food, affordable and secure housing and other essential needs. The impact of an increase in Ontario Works rates on the municipal net levy will also be addressed.

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Ontario Works Basic Allowance and Shelter Allowance were supplied by Annie Lan, Statistics and Analysis Unit, Ontario Disability Support Programs Branch.
Housing Help Centre, Hamilton/Wentworth supplied the average rent costs information.

CITY STRATEGIC COMMITMENT:

Monitoring of the NFB supports the City's strategic direction by addressing Goal 2f, Vision 2020 - A Sustainable City. Vision 2020 describes a quality of life for citizens whereby everyone has adequate food, shelter, income and education. The NFB provides information that can be used to address personal health and well being, and support families living in poverty. The use of NCB funds to enhance the monthly Special Diet Allowance for lactating OW participants helps to ensure that mothers and babies in need are supported and cared for.

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[3] Based on average rent increase for 4 types of accommodations (bachelor, 1-, 2-, 3-bedroom apartments)

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

13.3

SOCIAL AND PUBLIC HEALTH SERVICES DEPARTMENT
Community Programs Branch, Program Delivery Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by**:	Dr. Monir Taha Acting Medical Officer of Health
Date:	August 8, 2002	**Prepared by:**	Bill Atanas (905) 546-4502

SUBJECT: **Schedule 20 Residential Care Facilities of the City of Hamilton Licensing Code By-Law 01-156 Forms 1 to 4 (City Wide) (SPH02021)**

RECOMMENDATION:

That Forms 1 to 4 (attached as Appendix A – Appendix D) be included as an amendment to Section 60, Schedule 20 Residential Care Facilities of the City of Hamilton Licensing Code By-Law 01-156 and therefore be approved for use.

Monir Taha, MD, MHSc, CCFP, FRCPC
Acting Medical Officer of Health

EXECUTIVE SUMMARY:

Section 257.2(1) of the Municipal Act gives a local municipality the power to pass by-laws for licensing, regulating, and governing any business that is carried on within its borders, including regulating standards of care to be provided to residents or tenants of "Residential Care Facilities" (RCFs).

After Council's approval of Schedule 20, Forms 1 to 4 were developed following consultation with operators of RCFs (please see Appendix E). Licensing Code By-Law 01-156 must be amended to add these required forms.

BACKGROUND:

At the March 14, 2001 Committee of the Whole meeting, Council approved the recommendation to license Residential Care Facilities in the Licensing Code for the City of Hamilton. Licensing Code By-Law 01-156 replaces pre-existing by-laws held in the former area municipalities with a uniform set of standards. Schedule 20 licenses and regulates the operation of more than 90 RCFs (2716 authorized beds). (Information regarding the consultative process for the refinement of the Medical Officer of Health's Guidelines for Schedule 20 may be found in Appendix E.)

Under Section 60, Forms 1 to 4 are to form part of Schedule 20; they are:

- Authorization for Release of Information (Form 1)
- Transfer Sheet (Form 2)
- Report of Occurrence of Assault or Injury (Form 3)
- Report of Tenant's Death resulting from an Accident of an Undetermined Cause or of a Communicable Disease (Form 4)

To ensure the health, safety, and wellbeing of tenants, Social and Public Health Services Department staff inspect RCFs regularly and require operators to complete these forms appropriately. Following receipt of complaints or incidents, protocol may also require operators to complete specified forms. The addition of these forms to Schedule 20 means that enforcement measures can be taken against operators who fail to use them.

ANALYSIS OF ALTERNATIVES:

None available

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

None

POLICIES AFFECTING PROPOSAL:

None

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

A committee was formed, with representation from various City Departments and Programs including Nutrition, Communicable Disease, Environmental Health, Planning and Research Branch, Medical Officer of Health, Licensing, and Legal Services, to develop and revise Forms 1 to 4. External input was sought (please see Appendix E).

CITY STRATEGIC COMMITMENT:

Forms 1 to 4 in conjunction with the rest of Schedule 20 and its Guidelines will help to achieve the following goals and strategies identified in Vision 2020:

Personal Health and Well Being

- To develop a caring community which gives support and opportunity to all its members
- To provide adequate and appropriate health care services for all citizens
- To increase the number of years of good health for all citizens by reducing illness, disability, and premature deaths
- To promote health and prevent disease and injury
- To improve personal health status

Safety and Security

- To have effective plans that identify, reduce and manage risks

:BA
Attachments (5)

CITY OF HAMILTON
CITY OF HAMILTON LICENSING CODE, 2001
Schedule 20

RESIDENTIAL CARE FACILITIES
FORM 1

AUTHORIZATION FOR RELEASE OF INFORMATION

I, ____,
(print name of tenant, or next-of-kin, or attorney for personal care)

give permission to

____
(print name of residential care facility or operator))

to release information concerning the tenant named below, including medical records and other personal information, which is in the custody of the above-named residential care facility or of the operator of such facility, to:

____
(print name of long term care facility or other licensed residential care facility to which the tenant is being transferred)

I understand that this information is being released for the purpose of enabling______________

____to obtain
(print name of tenant)
admission to the long term care facility or other licensed residential care facility indicated above.

______________________________	______________________________
(Signature of Witness)	(Signature of tenant, next-of-kin, or Attorney for Personal Care)
______________________________	______________________________
(Date)	(State relationship to Tenant, if next-of-kin)

CITY OF HAMILTON
CITY OF HAMILTON LICENSING CODE, 2001
Schedule 20

RESIDENTIAL CARE FACILITIES
FORM 1

AUTHORIZATION FOR RELEASE OF INFORMATION

INSTRUCTIONAL POLICY & PROCEDURES

Purpose

The purpose of the authorization for release of information is to ensure that the tenant is in agreement to the release of his/her medical records and/or information in the event of a transfer. This information would be provided to another home care operator and/or other health care facility in liaison with the appropriate Health and Social Service Agencies.

A Form 14 is the designated consistent form for the release of records from a psychiatric facility as provided in the regulations of the Mental Health Act and would pertain to any residents whose primary diagnosis is psychiatric.

Completion Procedure

a) The operator/employee must complete the form and ensure that among the information to be included, the identity of the facility in possession of the clinical records and also to whom and/or what facility the information is made available.

b) The operator/employee will advise the tenant of the purpose of the form and request his/her signature.

c) In the event that another individual (i.e., substitute decision-maker or public guardian or trustee) signs on behalf of the tenant, he/she must do so in accordance with the wishes of the tenant.

d) The witness who signs must not be the owner/operator of the facility - must be witnessed by another person (i.e., guardian, legal representatives,. or employee).

CITY OF HAMILTON
CITY OF HAMILTON LICENSING CODE, 2001
Schedule 20

RESIDENTIAL CARE FACILITIES
Form 2

TRANSFER SHEET

RESIDENTIAL CARE FACILITY INFORMATION:

Name: ____
Address: ____
Telephone: ____

TENANT INFORMATION:

Name: ____

Health Card Number: ________________________________
Family Dr.: _______________________ Telephone: ____________
Specialist: _______________________ Telephone: ____________

BRIEF MEDICAL HISTORY:

____
____
____

NEXT OF KIN:

Name: ____
Relationship: ______________________________________
Address: ____
Telephone: ____

COMMUNITY WORKER:

Name: ____
Agency: ___________________________ Telephone# ____________

TRANSFER INFORMATION:

Transfer To: ____________________ Transfer From: ____________________

Date & Time: ____________________ Date & Time: ____________________

Reason for Transfer:

____

____

Physical Functioning: Independent ☐ Requires assistance ☐

Specify: ____

____

Mental Health: ____

Oriented to person, place, time: ____yes ____no Specify: ____________________

Confusion:	never ☐	sometimes ☐	frequently ☐
Aggression/Agitation:	never ☐	sometimes ☐	frequently ☐

Diet ____

Date and result of most recent TB skin test or chest x-ray: ____________________

TB Test Date: 1st ________ 2nd ________ TB test result: 1st ________ 2nd ________

Chest X-ray Date: ____________________ Chest X-ray Result: ____________________

____

ADDITIONAL INFORMATION: (Pertinent to follow-up care of tenant e.g., medication changes, lab tests, diagnoses, follow-up plan, etc.)

____

____

____

____

____

Medication List attached: Yes ______________ No ______________

ALLERGIES: ____

____

____

SIGNATURE OF OPERATOR/MANAGER: ____________________________

NOTES:

1. Sending facility to keep original form.
2. Receiving facility to keep copy of form.

CITY OF HAMILTON
CITY OF HAMILTON LICENSING CODE, 2001
Schedule 20

RESIDENTIAL CARE FACILITIES
Form 3

REPORT OF OCCURRENCE OF ASSAULT OR INJURY

1. Name of Residential Care Facility: ______________________________

2. Address: ______________________________

3. Date of Occurrence: ______________________________

4. Time of Occurrence: _______ a.m. _______________ p.m.

5. Name of tenant: ______________________________

Date of Birth (yyyy/mm/dd): _______________ Male _____ Female _____

Date of Admission: ______________________________

6. Name of Person/s who discovered or observed occurrence: ______________________

7. Brief description of occurrence: ______________________________
____
____

8. Type of injury sustained, if any:
____
____
____

9. Was first aid given? yes _____ no _____ describe___________________
____
____

10. Was 911 called? yes _____ no _____ Time 911 called _____________

11. Was tenant sent to hospital? yes _____ no _____

12. Name of hospital: ______________________________

13. Was physician notified? yes _____ no _____

14. Time when physician notified: ______________ a.m. ____________________p.m.

15. Name of physician: ____

16. Physician Notified By: ____

For Physician Use Only

17. Attending physician's name: ____

Comments:____
____
____
____
____
____

18. Signature of attending physician:____

19. Were relatives or friends of tenant notified? yes _____ no _____

20. What action have you taken to prevent this occurrence from happening again? ___________
____
____
____

If tenant died:

21. Was coroner notified? yes______ no_____

22. Date coroner notified ____________________________________

23. Time coroner notified ________a.m. _________ p.m.

24. Signature of Person Completing Form: _____________________________________

25. Signature of Operator/Manager: ____

NOTES:

1. Place original form in Tenant's File.
2. Give copy to Physician.

CITY OF HAMILTON
CITY OF HAMILTON LICENSING CODE, 2001
Schedule 20

RESIDENTIAL CARE FACILITIES
Form 4

REPORT OF TENANT'S DEATH RESULTING FROM AN ACCIDENT OR AN UNDETERMINED CAUSE OR OF A COMMUNICABLE DISEASE

1. Name of Residential Care Facility: ______________________________

2. Address: ______________________________
____

3. Tenant's Name: ______________________________

Male ☐ Female ☐

4. Tenant's Date of Birth: __________ / __________ / __________
(year) (month) (day)

5. **Check cause of Death**

Accident ☐ Undetermined Cause ☐ Communicable Disease ☐

6. Date of tenant's death: __________ / __________ / __________
(year) (month) (day)

7. Time of tenant's death: __________ a.m. ☐ p.m. ☐

8. Brief description of events leading up to death:
____
____
____
____
____

9. Name of physician: __________ Signature __________

10. Date physician notified: ______________________________

11. Time physician notified: __________ a.m. ☐ p.m. ☐

12. Were Emergency Medical Services (911) called: yes ☐ no ☐

11. Time physician notified: ____________________ a.m. ☐ p.m. ☐

12. Were Emergency Medical Services (911) called: yes ☐ no ☐

13. Name of person who discovered that tenant had died or who observed accident resulting in death (for employees of facility, indicate position):

____

____

____

14. Was coroner notified? yes ☐ no ☐

15. Date and time coroner notified: ________________________ ____am ____pm

16. Name of Coroner: ____

17. Was next of kin/power of attorney for personal care notified of death? yes ☐ no ☐

Name of next of kin/power of attorney for personal care and relationship to Tenant:

____

____

18. Signature of person completing this report: ________________________________

Position: ________________________________

19. Signature of Manager/Operator: ________________________________

20. Date: ________/____________/____________
(year) (month) (day)

NOTES:

1. Send or deliver this report immediately to Nurse Inspector at:
1 Hughson St. N., 5th Floor
Hamilton, On. L8R 3L5
Fax: 905-540-5325

2. Place a copy of report in tenant's file.

3. Give copy to physician.

Consultative Process for Development of Schedule 20 Residential Care Facilities Guidelines of the City of Hamilton Licensing Code By-Law 01-156

Section 257.2(1) of the Municipal Act gives a local municipality the power to pass by-laws for licensing, regulating, and governing any business that is carried on within its borders, including regulating standards of care to be provided to residents or tenants of "Residential Care Facilities" (RCFs).

Using this legislation as a basis for their work, staff from the Social and Public Health Services Department and the Legal Services Division proceeded with drafting Schedule 20. In addition, staff consulted with other City Departments and obtained input on the Medical Officer of Health's Guidelines from service providers and residents at a public meeting held in December of 2001.

The public consultation process provided an opportunity for clarification and enhancement of the Guidelines. The following modifications were made:

(a) Continuing Education – A requirement for 20 hours of relevant continuing education every 24 months for RCF staff;

(b) Care Services – 'Personal care' was clearly defined to include recreational activities and personal emergency response services;

(c) Appropriate Placement – Up to date assessments and opinions from physicians or regulated health professionals to ensure proper placements of individuals into an appropriate facility are required;

(d) Nutrition – Completion and advance postings of menus, which are based on the recommendations of the Canada's Food Guide to Healthy Eating, are to be provided;

(e) Additional care – Requirements for additional care are specified including the preparation of a care and rehabilitation plan that meets an individual's specific needs;

(f) Tenant Protection Act – Inclusion of the Home Care Information Plan and Tenancy Agreement in Schedule 20;

(g) Control of Infectious Disease – Implementation of new comprehensive TB screening for residents and staff and infectious disease requirements; and,

(h) In addition, the following forms were developed to assist operators with implementing the requirements of Schedule 20:

- Authorization for Release of information (Form 1)
- Transfer Form (Form 2)
- Report of Occurrence of Assault or Injury (Form 3)
- Report of Tenant's Death resulting from an Accident of an Undetermined Cause or of a Communicable Disease (Form 4)

Other issues were raised and discussed during the consultation process. One that received considerable discussion was a recommendation for operators to provide locked storage for tenants' belongings. This however was not seen to be viable due to costs, space limitations within facilities, and administrative burden. Staff will encourage operators to provide for secure storage for tenants; however, it will not be a requirement.

The Schedule 20 Guidelines for Residential Care Facilities will be available over the summer months. Further to this, Social and Public Health Services Department Community Programs Branch staff are planning to hold public education sessions on Schedule 20 for the RCF operators and tenants during the fall of 2002. Each session will last two hours and will be video taped for future education sessions for those that could not attend in person.

SECTION 14

AFFECTS
WARD 1

CITY OF HAMILTON

14.1

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Design & Construction

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Doug Onishi, P.Eng. Acting General Manager
Date:	July 26, 2002	**Prepared by:**	W. Baxter Extension 2806

SUBJECT: **Award of Contract TOE-02-24(W)-Watermain Replacement on King Street from Breadalbane Street to Christ the King Cathedral (TOE02156) - (Ward 1)**

RECOMMENDATION:

(a) That the 2002 appropriation for Capital Budget Project No. 5140072082 (King - Strathcona to Cathedral) be increased by $225,000 from $10,000 to $235,000 and that this increase in funding be financed by a transfer of $77,000 from Capital Budget Project No. 5140272204 (Fennell - East 12th to East 17th) and by a transfer of $148,000 from Capital Budget Project No. 5140271224 (East 43rd - Queensdale to Sunning Hill);

(b) That the contract listed below be awarded on a unit price basis in accordance with the specifications issued by the General Manager, Transportation, Operations & Environment and that the works associated with this award be charged to the Capital Budget projects outlined on the attached Schedule A - Tender Information Summary.

TOE-02-24(W) - Watermain Replacement on King Street from Breadalbane Street to Christ the King Cathedral (Affects Ward 1)
714794 Ontario Limited _o/a_ L.M. Enterprises
$194,734.65 (includes $10,000.00 Contingency and $12,739.65 G.S.T.)
Lowest bid of seven (7) acceptable bids (tender information summary attached)

Doug Onishi, P.Eng., Acting General Manager
Transportation, Operations and Environment

EXECUTIVE SUMMARY:

Contract TOE-02-24(W) provides for the construction of a replacement watermain on Breadalbane Street and the parking lot of Christ the King Cathedral. The watermain construction in this contract is a portion of the complete scope of work in the works in progress Capital Budget Project No. 5140072082 (King Street watermain - Strathcona to Breadalbane). The balance of the project was constructed in 2000 and included the section of watermain on King Street from Strathcona Avenue to Breadalbane Street.

The work in this contract was not constructed at that time as additional approvals were required with respect to finalizing the easement requirements on the church property, as well as the required approvals for the crossing of the C.P. railway corridor. This approval, as well as the easement arrangements, have been finalized and it is therefore recommended that this work proceed at this time to provide the needed watermain hydraulic improvements at this location.

As all of the necessary approvals were not finalized at the time of the 2002 Water Capital Budget preparation, the project budget was not increased at that time. In order to proceed with construction an appropriation increase is required which can be accommodated by a transfer of funds from two watermain capital budget projects which were forecast to proceed in 2002 but are now being delayed to coordinate with future road improvements on those roads.

BACKGROUND:

Contract TOE-02-24(W) is an additional contract which has been tendered to complete the works in the approved water capital budget project on King Street from Strathcona Avenue to Christ the King Cathedral Church. A portion of this work was previously constructed through the previously awarded contract, RHW-00-53(W). The scope of work for that project was to replace the watermain on King Street from Strathcona Avenue to Breadalbane Street. Bids were requested and received for Contract TOE-02-24(W) and it is recommended that the necessary appropriation increases be approved and the contract awarded to the low bidder, 714794 Ontario Limited, operating as L.M. Enterprises.

ANALYSIS OF ALTERNATIVES:

An alternative to not constructing these works this year would include delaying the completion of this watermain project until 2003 when sufficient appropriation in the 2003 Water Capital Budget would be proposed to complete the project. As this project will provide needed hydraulic improvements through an upsizing of the existing watermain, improvements to fire flows will result. Since the additional funds required to fund the completion of this project are being recommended to be made from two watermain projects whose construction would not proceed in 2002 in order that these projects can be coordinated with future road works, it is recommended that this project proceed which can provide improvements to the watermain system in 2002.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The detailed cost estimate for the revised scope of work proposed in the award of Contract TOE-02-24(W) is outlined on the attached Schedule A. There are sufficient funds available in Water Capital Budget projects outlined in the recommendations of this report and the attached Schedule A to award the work in Contract TOE-02-24(W).

POLICIES AFFECTING PROPOSAL:

Corporate policies will not be affected by the award of this contract.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

The proposed works in this contract are part of a works in progress capital budget project which has had the consultation with those staff and departments responsible for the budgeting and determination of need for these infrastructure improvements. All necessary agency contact and/or approvals have been completed.

CITY STRATEGIC COMMITMENT:

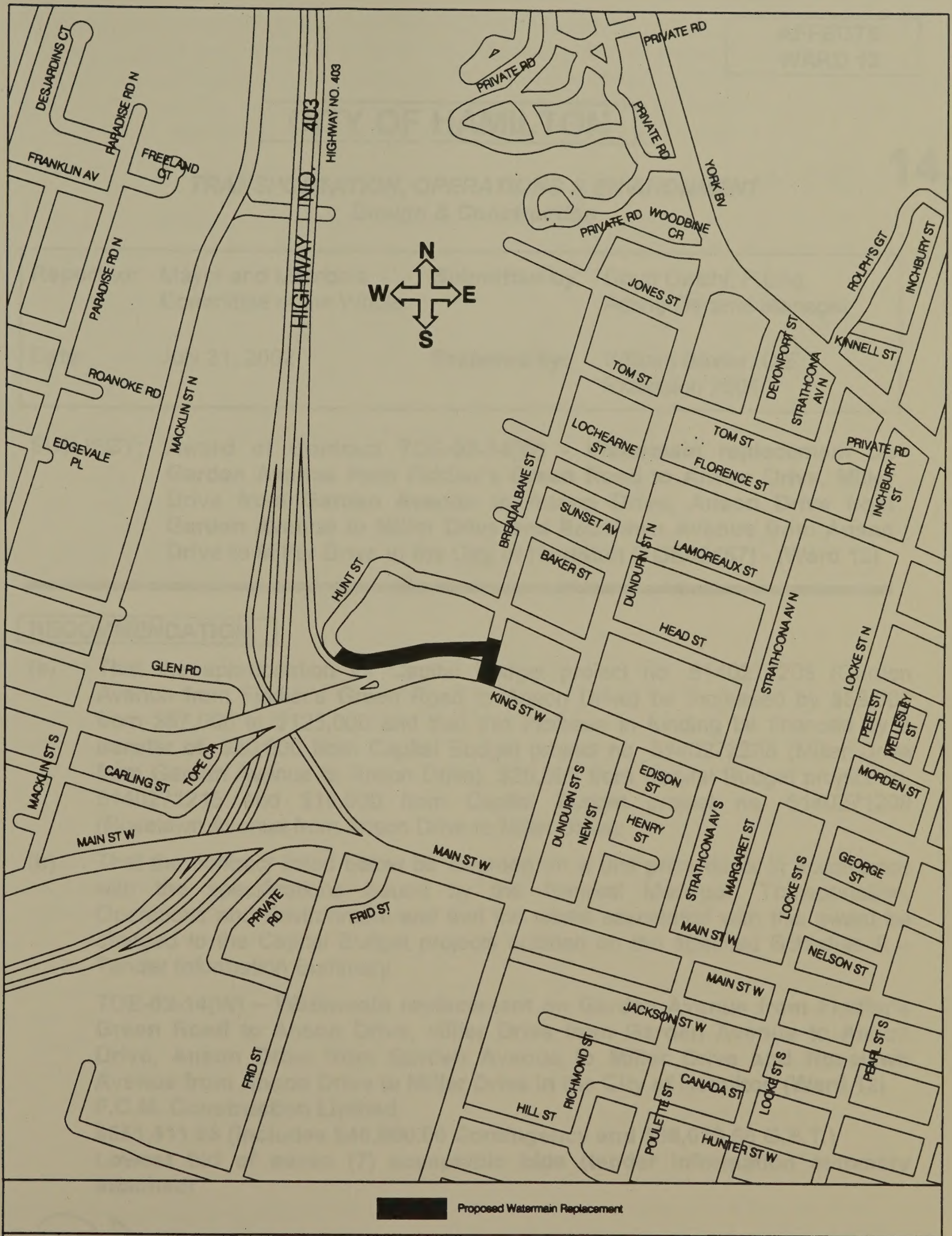
The work in Contract TOE-02-24(W) will assist in the City's goal of promoting a healthy, safe and green City through the replacement of the watermains in this contract which will serve to ensure reliable and safe sources of drinking water for adjacent property owners including the Christ the King Cathedral Church.

SCHEDULE A - TENDER INFORMATION SUMMARY

CONTRACT NO.	LIST OF BIDDERS	BIDS (NOT INCLUDING G.S.T. & CONTINGENCY)	LOCATION AND TYPE OF WORK	TOTAL ESTIMATED COST (INCLUDING ENGINEERING, ETC.)	2002 APPROPRIATION IN BUDGET	APPROPRIATION ADJUSTMENT REQUIRED	COMMENTS
TOE-02-24(W) Watermain replacement on King Street from Breadalbane Street to Christ the King Cathedral	1. 714794 Ontario Limited o/a L.M. Enterprises (Hamilton)	$171,995.00	**Section 1** Breadalbane Street / Church Parking Lot 200 mm watermain construction				
	2. 969774 Ontario Limited o/a Elgin Construction (St. Thomas)	$182,953.61	Project ID No. 5140072082	$220,000	$10,000	$225,000	See Note Below
	3. HTC Contractors Ltd. (Millgrove)	$184,660.00					
	4. Rankin Construction Inc. (Hamilton)	$213,115.00					
	5. Dufferin Construction Company (Oakville)	$258,435.00					
	6. Terracon Underground Ltd. (Brantford)	$289,898.48					
	7. Wm. Groves Limited (Hamilton)	$330,707.00					

NOTE: PROJECT ID. NO 5140072082 WAS FOR A WATERMAIN CONSTRUCTION PROJECT WHOSE COMPLETE SCOPE OF WORK INCLUDED THE WORK IN CONTRACT TOE-02-24(W) AND A PREVIOUSLY CONSTRUCTED SECTION OF WATERMAIN ON KING STREET FROM STRATHCONA AVENUE TO BREADALBANE STREET. THE TOTAL APPROVED APPROPRIATION FOR THIS WORK IS $421,000 OF WHICH THERE ARE NO AVAILABLE FUNDS REMAINING FOR THE CONSTRUCTION OF THE WATERMAIN WORK THAT IS INCLUDED IN CONTRACT TOE-02-24(W).

THERE ARE SUFFICIENT FUNDS AVAILABLE IN PROJECT ID NO. 5140272204 (FENNELL AVENUE WATERMAIN - EAST 12TH TO EAST 17TH) TO ACCOMMODATE A TRANSFER OF FUNDING IN THE AMOUNT OF $77,000 TO PROJECT ID NO. 5140072082 KING STREET WATERMAIN (STRATHCONA TO CATHEDRAL). IN ADDITION THERE ARE SUFFICIENT FUNDS IN PROJECT ID NO. 5140271224 (EAST 43RD STREET WATERMAIN - QUEENSDALE TO SUNNING HILL) TO ACCOMMODATE A TRANSFER OF FUNDING OF $148,000 TO PROJECT ID NO. 5140072082. THIS TRANSFER OF FUNDING IS RECOMMENDED AS THESE TWO WATERMAIN PROJECTS ARE NOT PROCEEDING AT THIS TIME IN ORDER TO CO-ORDINATE WITH FUTURE ROAD IMPROVEMENTS.


DESJARDINS CT
PARADISE RD N
FREELAND CT
FRANKLIN AV
HIGHWAY NO. 403
HIGHWAY NO. 403
PRIVATE RD
PRIVATE RD
PRIVATE RD
PRIVATE RD
YORK BV
WOODBINE CR
N
W
E
S
JONES ST
ROLPH'S GT
INCHBURY ST
PARADISE RD N
ROANOKE RD
MACKLIN ST N
EDGEVALE PL
TOM ST
DEVONPORT ST
STRATHCONA AV N
KINNELL ST
LOCHEARNE ST
TOM ST
FLORENCE ST
PRIVATE RD
INCHBURY ST
BREADALBANE ST
SUNSET AV
DUNDURN ST N
LAMOREAUX ST
BAKER ST
HUNT ST
HEAD ST
STRATHCONA AV N
LOCKE ST N
GLEN RD
KING ST W
PEEL ST
WELLESLEY ST
MACKLIN ST S
TOPE CR
CARLING ST
EDISON ST
MORDEN ST
HENRY ST
DUNDURN ST S
NEW ST
STRATHCONA AV S
MARGARET ST
LOCKE ST S
GEORGE ST
MAIN ST W
MAIN ST W
PRIVATE RD
FRID ST
MAIN ST W
NELSON ST
MAIN ST W
JACKSON ST W
FRID ST
RICHMOND ST
PEARL ST S
CANADA ST
LOCKE ST S
POULETTE ST
HILL ST
HUNTER ST W
Proposed Watermain Replacement

City of Hamilton
King Street West & Breadalbane Street
Ward 1
Proposed Watermain Replacement

CITY OF
HAMILTON
Transportation, Operations and Environment Department
General Manager, Peter M. Crockett, P. Eng.

DATE: June 24, 2002
CONTRACT No.: TOE-02-24(W)

AFFECTS WARD 12

CITY OF HAMILTON

14.2

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Design & Construction

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Doug Onishi, P.Eng. Acting General Manager
Date:	July 31, 2002	**Prepared by:**	William Baxter, C.E.T. Extension 2806

SUBJECT: Award of Contract TOE-02-14(W) - Watermain replacement on Garden Avenue from Fiddler's Green Road to Anson Drive, Miller Drive from Garden Avenue to Anson Drive, Anson Drive from Garden Avenue to Miller Drive and Roselawn Avenue from Anson Drive to Miller Drive in the City of Hamilton (TOE02157) - (Ward 12)

RECOMMENDATION:

(a) That the appropriation for Capital Budget project no. 5140271203 (Garden Avenue from Fiddler's Green Road to Anson Drive) be increased by $58,000 from $67,000 to $125,000 and that this increase in funding be financed by a transfer of, $20,000 from Capital Budget project no. 5140272208 (Miller Drive from Garden Avenue to Anson Drive), $20,000 from Capital Budget project no. 5140271215 and $18,000 from Capital Budget project no. 5140271209 (Roselawn Avenue from Anson Drive to Miller Drive);

(b) That the contract listed below be awarded on a unit price basis in accordance with the specifications issued by the General Manager, Transportation, Operations and Environment and that the works associated with this award be charged to the Capital Budget projects outlined on the attached Schedule A – Tender Information Summary.

TOE-02-14(W) – Watermain replacement on Garden Avenue from Fiddler's Green Road to Anson Drive, Miller Drive from Garden Avenue to Anson Drive, Anson Drive from Garden Avenue to Miller Drive and Roselawn Avenue from Anson Drive to Miller Drive in the City of Hamilton (Ward 12)
F.C.M. Construction Limited
$551,411.66 (includes $46,000.00 Contingency and $36,073.66 G.S.T.)
Lowest bid of seven (7) acceptable bids (tender information summary attached)

Doug Onishi, P.Eng., Acting General Manager
Transportation, Operations and Environment

EXECUTIVE SUMMARY:

Contract TOE-02-14(W), provides for the reconnection of water services to the existing 400 mm diameter watermain on Garden Avenue from Fiddler's Green Road to Anson Drive, as well as the construction of replacement watermains on Miller Drive from Garden Avenue to Anson Drive, Anson Drive from Garden Avenue to Miller Drive and Roselawn Avenue from Anson Drive to Miller Drive, all in Ward 12. An appropriation increase which exceeds 10% of the project budget is required for the work on Garden Avenue and therefore the award of Contract TOE-02-14(W) is being recommended for award by staff to Committee of the Whole in accordance with purchasing policies. There are sufficient surplus funds in the other sections of this contract to accommodate the increase required for the work on Garden Avenue.

BACKGROUND:

Contract TOE-02-14(W) which includes watermain infrastructure improvements on several streets in Ward 12 was tendered to upgrade deficient infrastructure which will serve to improve the supply of potable water to area residents.

The water service reconnection work on Garden Avenue has exceeded the project budget by an estimated $58,000. Staff have reviewed the tendered prices and have determined that the additional increase in this project budget is associated with the costs associated with hydrant connections (approx. $24,000), water service and watermain connections (approx. $21,000) and the balance of the increase associated with allowances for engineering, G.S.T, and contingencies (approx. $13,000).

ANALYSIS OF ALTERNATIVES:

There are several alternatives available which include not proceeding with the work on Garden Avenue and completing the work on those streets which were included in Contract TOE-02-14(W) which are within budget, deferring the work in this contract to 2003 when sufficient appropriation would be provided in the Water Capital Budget for Garden Avenue or awarding Contract TOE-02-14(W) as there are sufficient surplus appropriation available from the other sections in this contract to accommodate the increase required for the work on Garden Avenue. As the award of this contract is needed to provide the needed watermain infrastructure improvements on the streets in this contract, and the appropriation increase required can be accommodated without impacting on the delivery of other watermain projects in the capital budget, it is recommended that Contract TOE-02-14(W) be awarded at this time.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are sufficient surplus funds available in Capital Budget project no. 5140272208 (Miller Drive – Garden to Anson), Capital Budget project no. 5140271215 (Anson Drive – Garden to Miller) and Capital Budget project no. 5140271209 (Roselawn Avenue – Anson to Miller) to provide the transfer of funding required for the required appropriation increase for Capital Budget project no. 5140271203 (Garden Avenue – Fiddler's Green to Anson).

POLICIES AFFECTING PROPOSAL:

The award of this contract will not affect corporate policies.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

The proposed works in this contract has had the consultation with those staff and departments responsible for the budgeting and determination of need for these infrastructure improvements.

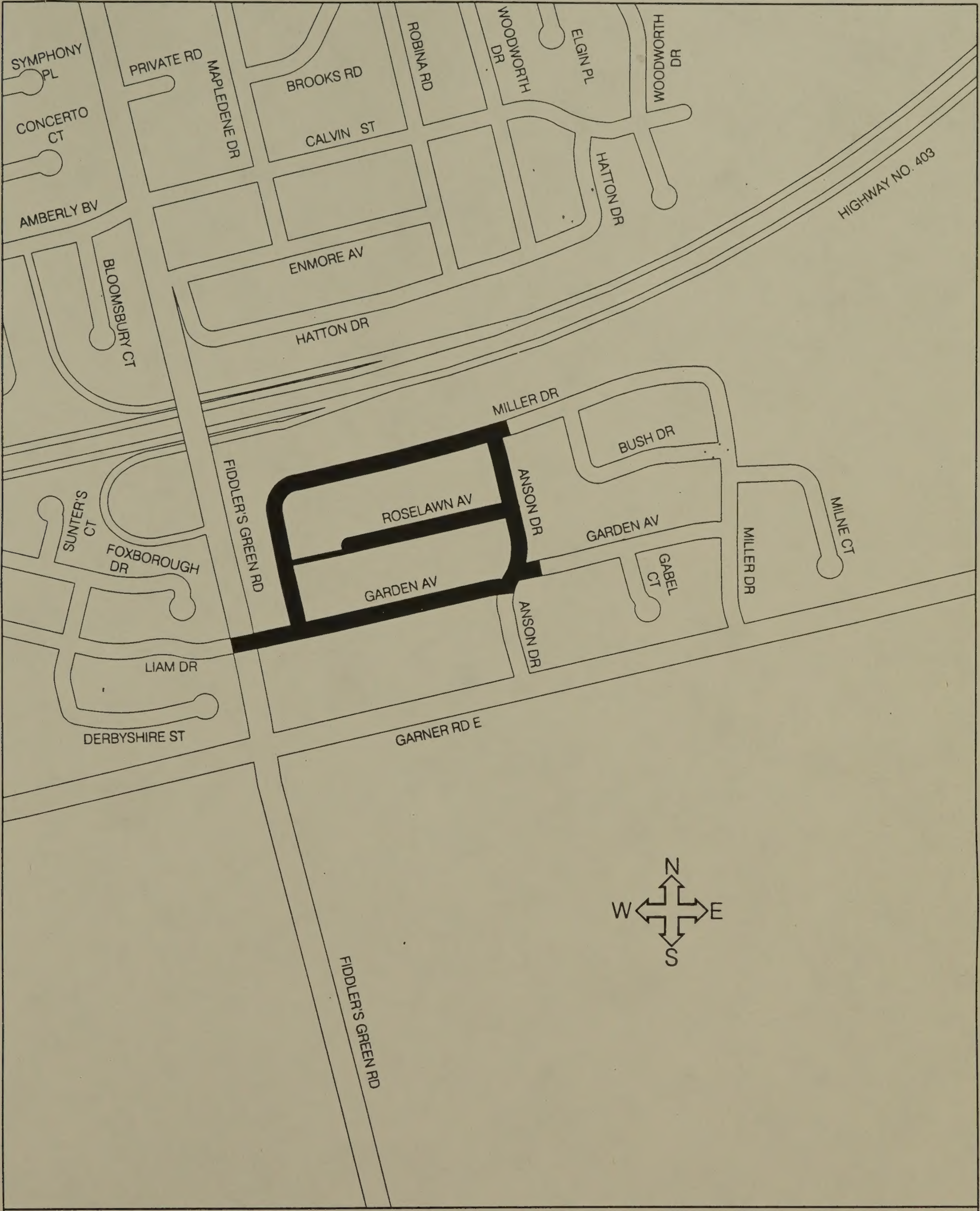
CITY STRATEGIC COMMITMENT:

The work in Contract TOE-02-14(W) will assist in the City's goal of promoting a healthy, safe and green City through the replacement of the watermains in this contract which will serve to ensure reliable and safe sources of drinking water for residents on Garden Avenue, Miller Drive, Anson Drive and Roselawn Avenue.

SCHEDULE A - TENDER INFORMATION SUMMARY

CONTRACT NO.	LIST OF BIDDERS	BIDS (NOT INCLUDING G.S.T. & CONTINGENCY)	LOCATION AND TYPE OF WORK	TOTAL ESTIMATED COST (INCLUDING ENGINEERING, ETC.)	2002 APPROPRIATION IN BUDGET	APPROPRIATION ADJUSTMENT REQUIRED	COMMENTS
TOE-02-14 (W) Watermain replacement on Garden Avenue from Fiddler's Green Road to Anson Drive, Miller Drive from Garden Avenue to Anson Drive, Anson Drive from Garden Avenue to Miller Drive and Roselawn Avenue from Anson Drive to Miller Drive in the City of Hamilton (affecting Ward 12)	1. F.C.M. Construction Limited (Oakville)	$469,338.00	**Section 1** Garden Ave. - Fiddlers Green Rd. to Anson Dr. Reconnect water services				
	2. 969774 Ontario Limited o/a Elgin Construction (St. Thomas)	$506,818.95	Project No. - 5140271203	$125,000.00	$67,000.00	$58,000.00	See note below
	3. HTC Contractors Ltd. (Millgrove)	$512,100.00	**Section 2** Miller Dr. - Garden Ave. to Anson Dr. Proposed replacement watermain				
	4. Terracon Underground Ltd. (Brantford)	$604,986.81	Project No. - 5140272208	$223,000.00	$244,000.00	$0.00	Appropriation reduction of $20,000 available
	5. Rankin Construction Inc. (Hamilton)	$618,500.00	**Section 3** Anson Dr. - Garden Ave. to Miller Dr. Proposed replacement watermain				
	6. Dufferin Construction Company (Oakville)	$665,660.00	Project No. - 5140271215	$98,000.00	$118,000.00	$0.00	Appropriation reduction of $20,000 available
	7. Wm. Groves Limited (Hamilton)	$665,777.00	**Section 4** Roselawn Ave. - Anson Dr. to Miller Dr. Proposed replacement watermain				
			Project No. - 5140271209	$125,000.00	$145,000.00	$0.00	Appropriation reduction of $18,000 available

NOTE: SECTION 1 - GARDEN AVENUE WATER SERVICE RECONNECTION PROJECT, PROJECT ID. NO. 5140271203 REQUIRES AN APPROPRIATION INCREASE OF $58,000 TO COMPLETE THE WORKS IN CONTRACT TOE-02-14(W).
THERE ARE SUFFICIENT SURPLUS FUNDS IN THE OTHER SECTIONS OF THIS CONTRACT TO ACCOMMODATE THE APPROPRIATION INCREASE REQUIRED FOR PROJECT ID. NO. 5140271203 (GARDEN AVENUE -WATER SERVICE RECONNECTION)


SYMPHONY PL
PRIVATE RD
MAPLEDENE DR
BROOKS RD
ROBINA RD
WOODWORTH DR
ELGIN PL
WOODWORTH DR
CONCERTO CT
CALVIN ST
HATTON DR
AMBERLY BV
ENMORE AV
BLOOMSBURY CT
HIGHWAY NO. 403
HATTON DR
MILLER DR
BUSH DR
FIDDLER'S GREEN RD
ROSELAWN AV
ANSON DR
GARDEN AV
MILNE CT
SUNTER'S CT
FOXBOROUGH DR
GARDEN AV
GABEL CT
MILLER DR
ANSON DR
LIAM DR
DERBYSHIRE ST
GARNER RD E
N
W
E
S
FIDDLER'S GREEN RD

■ Proposed Watermain Replacement

Garden Ave. (Fiddler's Green Rd. to Anson Dr.)
Miller Dr. (Garden Ave. to Anson Dr.)
Anson Dr. (Garden Ave. to Miller Dr.)
Roselawn Ave. (Anson Dr. to Miller Dr.)
Ward 12
Watermain Replacement

CITY OF
HAMILTON
Transportation, Operations and Environment Department
General Manager, Peter M. Crockett, P. Eng.

DATE: JULY 26, 2002

CONTRACT No.: TOE-02-14(W)

SECTION 15

CITY WIDE
IMPLICATIONS

15.1

CITY OF HAMILTON

HUMAN RESOURCES DEPARTMENT
ORGANIZATIONAL DEVELOPMENT & CLIENT SERVICES DIVISION

COMMUNITY SERVICES DEPARTMENT
CORPORATE BUILDINGS & REAL ESTATE DIVISION

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Catherine Graham, General Manager Barry B. Coopersmith, General Manager
Date:	July 15, 2002	**Prepared by:**	Melva Snowling, 540-5164

SUBJECT: **Smoking in the Workplace Policy (HUR02011/CS02066) (City Wide)**

RECOMMENDATION:

a) That the Policy for Smoking in the Workplace, attached as Appendix "A", be approved;

b) That the City's existing non-compliant Designated Smoking Rooms be permanently closed effective August 31, 2002

c) That the following smoking policies be repealed:

   i) Policy No. 12.2 for the former City of Hamilton/Regional Municipality of Hamilton-Wentworth;

   ii) Policies No. CP-08-01 and CP-08-02, July 14, 1998, for the former Town of Stoney Creek;

   iii) Smoking in the Workplace Policy, contained in General Government Committee Report #1-90, January 3, 1990 and #3-90, March 5, 1990, and Policies No. 2.38.1, July 17, 1972, 2.38.2, May 2, 1979, 2.38.3, February 20, 1984 and 2.38.4, December 3, 1984, for the former Town of Dundas;

Graham

Catherine Graham, General Manager
Human Resources Department

B.

Barry B. Coopersmith, General Manager
Community Services Department

EXECUTIVE SUMMARY:

On June 1, 2002, the new smoking by-law came into effect in the City of Hamilton. By-law No. 02-054 requires most public places and all workplaces to restrict smoking to a designated smoking room or be 100 percent smoke free. This policy provides that there shall be no smoking in any city workplace and that smoking shall be prohibited within 9 metres of the entrances to city buildings. This policy also replaces the existing policies from the previous municipalities and complies with the requirements of the new by-law.

BACKGROUND:

The City of Hamilton desires to be a leader in promoting employee wellness, and wishes to provide a totally smoke-free work environment.

In passing Smoking By-law No. 02-054, the City of Hamilton declared its support for reducing exposure to second-hand smoke and supporting smokers' attempts to quit.

In order to complement the requirements of By-law No. 02-054, it is necessary that the City of Hamilton approve a policy outlining the requirements of smoking in the workplace. It is also necessary that the policies respecting smoking in the workplace in force in the former municipalities, be repealed.

A comprehensive survey was undertaken by the Corporate Buildings and Real Estate Division to determine whether existing designated smoking rooms (in city buildings) conform to the by-law's requirements. The survey has revealed that there are four designated smoking rooms located in city owned buildings. There is a basement room at City Hall, 71 Main Street, (which is closed to investigate complaints); two located at the Wentworth Yard, 330 Wentworth Avenue North of which the second floor designated smoking room at the Wentworth location is not in use because of a disabled fan; and a fourth designated smoking room is located at 308 Rymal Road: Bernie Court (aka Turner Park Maintenance Yard.)

An independent compliance report on the status of these four designated rooms has advised the following funds would be required to upgrade the rooms to meet the smoking by-law and the Ontario Building Code requirements.

LOCATIONS	COSTS
Hamilton City Hall	$20,000.00
Wentworth Operation Centre (2nd floor)	$16,000.00
Wentworth Operation Centre (garage)	$13,000.00
Bernie Court Yard (aka Turner Park Yard)	$ 5,000.00
TOTAL:	$54,000.00

It is staff's recommendation that these four designated smoking rooms be permanently closed effective August 31, 2002.

The Human Resources Department is presently developing a Smoking Cessation Program to assist employees who wish to quit smoking.

It is proposed that all city employees will be made aware of the new smoking in the workplace policy through notices posted on the City's internal web site (enet), and through a report in the City newsletter (New City News) which reaches all employees. A printed version will be made available to employees who do not have access to a computer at work.

Information was provided to employees prior to the effective date of the new by-law, and management staff have been supported in ensuring that all city workplaces come into compliance with the by-law.

ANALYSIS OF ALTERNATIVES:

By-Law No. 02-054 does not provide for alternatives to regulating smoking in City workplaces.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

LEGAL IMPLICATIONS:

Legal Services has advised that the proposed policy does not contravene the following legislation which was considered in preparation of this policy.

The Municipal Act
The Smoking in the Workplace Act
City of Hamilton By-law No. 02-054

FINANCIAL IMPLICATIONS:

None

POLICIES AFFECTING PROPOSAL:

Policy No. 12.2 for the former City of Hamilton/Regional Municipality of Hamilton-Wentworth;

Policies No. CP-08-01 and CP-08-02, July 14, 1998, for the former Town of Stoney Creek;

Smoking in the Workplace Policy, contained in General Government Committee Report #1-90, January 3, 1990 and #3-90, March 5, 1990, and Policies No. 2.38.1, July 17, 1972, 2.38.2, May 2, 1979, 2.38.3, February 20, 1984 and 2.38.4, December 3, 1984, for the former Town of Dundas;

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

The Human Resources and Community Services Departments worked in close co-operation with the Social and Public Health Department in the development of this report and policy.

Because of the very extensive consultation process undertaken during the development and approval of the Smoking By-law;

And because this smoking in the workplace policy is based on the fundamentals of the by-law already in place;

It was determined a subsequent wide-ranging consultation process would serve no further purpose.

However, employees were notified through their supervisors and the City newsletter when the by-law came into effect, that a policy would be developed in accordance with the new by-law.

CITY STRATEGIC COMMITMENT:

This policy supports the City's Strategic Commitment as follows:

Our Vision:

"The City of Hamilton is a safe, healthy, sustainable community and a great place in which to work, live and play, that offers residents and businesses growth and opportunity."

Our Goals:

2. "A Great City in Which to Live"

(g) Improving Air Quality to Help Us Breathe –
"Council will work with government, community stakeholders and the private sector in the pursuit of strategies aimed at cleaning our air."

Vision 20/20:

Goal: “To increase the number of years of good health for all citizens by reducing illness, disability and premature death”.

Appendix 'A'

CITY OF HAMILTON
HUMAN RESOURCES DEPARTMENT
POLICY & PROCEDURE MANUAL

SECTION: ***Employee Wellness***	
SUBJECT: ***Smoking in the Workplace Guidelines***	***POLICY NO.:***
ELIGIBILITY: ***All Employees***	

The goal of the Corporation is to become a totally smoke-free work environment.

No one shall smoke in a workplace within the Corporation of the City of Hamilton.

Smoking shall also be prohibited within 9 metres of the entrances to all city buildings.

DEFINITIONS:
A workplace is defined as any building or part of a building in which one or more employees work, including employee eating, changing and lounge areas, and any vehicle or conveyance, or any area including outside worksites, where employees perform their duties.

SIGNAGE
"No Smoking" signs will be posted in all work locations, in compliance with the City of Hamilton By-law No. 02-254. Signs shall also be posted stating that smoking is prohibited with 9 metres of the entrance to a city building.

Each department will be responsible for obtaining and posting the appropriate signs for its work locations. Signs may be obtained by calling Corporate Buildings and Real Estate.

RESPONSIBILITIES:

1. *The Corporation is responsible for providing:*
   - *A smoke-free workplace for employees and members of the public:*
   - *Signs as specified in this policy and other postings necessary to achieve compliance.*
   - *An internal mechanism to receive and investigate complaints of smoking in the workplace*
2. *Management is responsible for:*
   - *Responding to and investigating complaints of smoking in the workplace*
   - *Educating employees about the Corporation's smoking in the workplace policy and guidelines and smoking cessation program*
   - *Disciplining those employees found violating this policy*
3. *Employees are responsible for:*
   - *Abiding by the Smoking in the Workplace Policy*

VIOLATION OF THE POLICY:

Any employee found violating the City's Smoking in the Workplace policy may be disciplined by his/her department. In addition, the employee may be offered participation in the Corporation's Smoking Cessation Program.

Approval Date:

Revision Date:

Cross-Reference; *City of Hamilton By-Law No. 02-054*

CITY WIDE
IMPLICATIONS

15.2

CITY OF HAMILTON

FINANCE AND CORPORATE SERVICES
Budgets and Fiscal Policy Services

COMMUNITY SERVICES DEPARTMENT
Parks, Design & Construction

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Joseph L. Rinaldo, General Manager Barry Coopersmith, General Manager
Date:	July 29, 2002	**Prepared by:**	T. Hewitson 546-4159 M. Zegarac 546-2739 B. Shynal 546-4622 S. O'Dwyer 540-6264

SUBJECT: 2002 One-Time Items (FCS02059b/CS02074)(City Wide)

RECOMMENDATION:

a) THAT the recommended 2002 One-Time Items numbered 27 and 28 as contained in Attachment One to Report FCS02059b/CS02074 be approved.

b) THAT the 2002 approved One-Time Items numbered 27 and 28 as contained in Attachment One to Report FCS02059b/CS02074 be funded through the Tax Stabilization Reserve.

Joseph Rinaldo

Joseph L. Rinaldo, General Manager
Finance & Corporate Services

Barry B. Coopersmith, General Manager
Community Services

EXECUTIVE SUMMARY:

The following resolutions were approved by City Council at its meeting held on Wednesday July 10, 2002.

2002 One-Time Items (FCS02059) (City Wide) (Item 10.2)

a) That the recommended 2002 One-Time items as contained in appendix One to Report FCS02059, noted as previously approved by Council in the amount of $300,000 be funded from the 2001 Tax Surplus and/or Tax Stabilization Reserve;

b) That the recommended One-Time Items for Human Resources – Labour Relations in the amount of $150,000, be funded through the Restructuring Reserve;

c) That the remaining One-Time Items be referred back to staff for a report which details reasons and necessity for approval in 2002 of the items noted.

In respect of recommendation c), staff have reviewed the outstanding one-time items and have determined that all items, with the exception of Community Services' items 27 and 28, can be deferred to the 2003 budget process. While each department viewed their submissions as necessary, staff recognized that for the most part, the 2003 budget process will start very shortly and, thus, their projects can be deferred until that time.

One-Time Item: Parkland Dedication By-law

The initial list of recommended one-time items (report FCS02059) included a project aimed at delivering a Parkland Dedication By-law. An alternative source of funding (i.e. development charges) will be identified for this item. Community Services will submit a report to Council outlining further details of this project and funding.

One-Time Items: Parks

Although the budget process will start very shortly, it is recommended that items 27 and 28, which fall within the recommended one-time items for Community Services, be approved prior to the 2003 budget process. Justification for this recommendation is provided below in the detailed description of the items. Items 27 and 28, the purchase of a sweeper and an aerial bucket, have associated one-time costs of $58,000 and $175,000, respectively. Items 27 and 28 can be found in Attachment One of FCS02059b/CS02074, and have been bolded for easy reference.

Item 27 represents the one-time cost of $58,000, associated with the purchase of a "sweeper unit". The proposed purchase of a "sweeper unit" will enhance the level of surface maintenance that Parks staff are able to provide to the very popular multi use recreational trails in City parks. The waterfront trail requires particular attention with respect to litter and bird excrement control as a risk management issue given the high levels of "casual use" and "special event" programming experienced. In addition, the Hamilton Beach Trail is scheduled for completion in September of this year, adding a further 4.2 kilometres of paved trails to the inventory. It is anticipated that this trail will require similarly high levels of maintenance to meet user demand and specific environmental conditions. The purchase of this unit will increase staff efficiency in this maintenance activity thereby enabling a higher, more appropriate level of service with no increase in staff requirements for existing facilities and, as previously reported, in relation to the Hamilton Beach Trail.

Item 28 represents the one-time cost of $175,000, associated with the purchase of an additional "aerial bucket truck". The Forestry Section's productivity in tree grid trimming has been identified as sub-standard and an issue in providing adequate risk management for city owned trees. While the Forestry Management Plan has yet to be undertaken, it is clear that an additional aerial bucket truck unit is required to improve the rate of grid tree trimming performance. The purchase of the unit at this time (given production lead time requirements) will ensure increased productivity in the 2002/2003 winter trimming season as opposed to a year later if the purchase is referred to the 2003 budget process. The proposed additional unit can be operated without an increase to the existing staff complement.

The one-time costs for both of these pieces of equipment represent the cost to purchase only. During the 2002 budget process, a program change enhancement of $2,570 for the annual maintenance cost for the sweeper, and $41,810 for the annual maintenance cost for the aerial bucket were not approved, thus creating an identified pressure for the 2003 budget process.

BACKGROUND:

Report FCS02059 provided Committee of the Whole with the most updated 2002 recommended and non-recommended "one-time" items, totalling approximately $2.023 million and $0.408 million, respectively. City Council approved 4 of the 36 recommended items, with an associated one-time cost of $450,000. Council, during 2002 budget deliberation process, approved three of the four one-time items totalling $300,000 (ERASE Environmental Study Grants, Municipal Housing Statement & Affordable Housing Policy, and the Urban Forestry Management Plan). These three recommended one-time items were included in report FCS02059, so as to provide Council with information related to their respective funding source.

One-time items represent projects with a finite duration, therefore requiring funds on a "one-time" basis. The 2002 proposed one-time items represent projects and their respective expenditures which lie outside of the 2002 Tax Budget (FSC020036).

ANALYSIS OF ALTERNATIVES:

Council may wish to refer the approval of the additional one-time costs identified in report FCS02059b/CS02074 until the 2003 budget process. As noted above, in the case of the "aerial bucket truck" delay of the purchase until the 2003 budget process will result in the status quo in the case of tree grid trimming performance, a level of productivity which has been identified as sub-standard.

With respect to the purchase of the "sweeper unit", alternatives are:

1. The utilization of additional staff resources (i.e. operating costs) using existing methods to achieve higher and more appropriate surface maintenance levels, or;

2. Retain the status quo, which with increased use, will generate more complaints, and increase the risk to public safety for users.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The 2002 recommended "one-time" items brought forward for a second time for Council's consideration total $233,000. Council has already approved $450,000 in one-time costs. The approval of the additional two one-time items would raise the total cost of the 2002 approved one-time items to $683,000, or approximately 34% of the total cost of the initial list of recommended one-time items.

As mentioned above, the approval of the two recommended one-time items found in report FCS02059b/CS02074 have associated operating impacts of $44,380.

POLICIES AFFECTING PROPOSAL:

Not Applicable

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

This information was compiled through consultation with all departments.

CITY STRATEGIC COMMITMENT:

Not Applicable

City Of Hamilton

Attachment One to FSC02059b/CS02074

Initial list of 2002 Recommended One-Time Items Summary

PAGE #	DIVISION	DESCRIPTION OF ITEM	AMOUNT	TOTAL
ECONOMIC DEVELOPMENT				
7	Prioritization of Abandoned Structures	Develop implementation strategy for prioritizing industrial and commercial warehouse structures.	60,000	
8	ERASE Environmental Study Grants	Provides for grants of 50% of the cost of Phase II and III environmental assessments.	100,000 [1]	APPROVED
	SUBTOTAL			**$160,000**
FINANCE AND CORPORATE SERVICES				
9	City Clerk's	Corporate Records and Information Management Program	250,000	
	SUBTOTAL			**$250,000**
HUMAN RESOURCES				
10	Labour Relations	Legal Costs for Negotiation of New Union Agreements	150,000 [2]	APPROVED
	SUBTOTAL			**$150,000**
PLANNING AND DEVELOPMENT				
11	Environmental Management System	Develop system that will set environmental goals and targets, and implement action plans,.	100,000	
12	Municipal Housing Statement and Affordable Housing Policy	To ascertain and evaluate housing needs for market and non-market households.	150,000 [1]	APPROVED
13	Marketing Potential Studies and Action Plans - B.I.A.'s	Fund marketing studies (demographic analysis, business audits, trend analysis) for 5 B.I.A.'s.	100,000	
	SUBTOTAL			**$350,000**
TRANSPORTATION, OPERATION AND ENVIRONMENT				
14	Video Monitoring System	Installation of video monitoring system on municipal waste collection vehicles thus ensuring a safe working environment, as well meeting provincial requirements.	28,500	
15	Painting of Collection Vehicles	Paint old fleet so as to follow new waste collection agreement.	50,000	
16	Consulting Services	Produce reports based on results of the on-going Phase I investigation for landfills that may exist.	30,000	
17	Electronic File Conversion	Conversion of hundreds of thousands of files that need to be referenced and maintained on site.	50,000	
	SUBTOTAL			**$158,500**
COMMUNITY SERVICES				
18	Culture and Recreation	Video on Volunteerism in Hamilton	15,000	
19	Culture and Recreation	Database for Recording of Volunteers	30,000	
20	CBRE	Vehicle/Equipment needed to complete building audit.	50,000	
21	CBRE	Restoration of Bamberger House	10,000	
22	CBRE	Security Audit for City of Hamilton Buildings	200,000	
23	Design and Construction	Parkland Dedication By-Law	65,000 [4]	
24	Fire	Occupational Health and Exposure Program	125,000	
25	Parks	Forestry - "Urban Forest Management Plan"	50,000 [1]	APPROVED
26	Parks	IPHP Program - Purchase of Operating Equip. through Fleet	116,500 [3]	
27	**Parks**	**Purchase of Operating Equip. (Sweeper) through Fleet**	**58,000**	**RECOMMENDED**
28	**Parks**	**Forestry - Purchase of Aerial Bucket through Fleet**	**175,000**	**RECOMMENDED**
29	Parks	Consultant for Review of MMS (one-half of total cost)	20,000	
36	Parks	Temp. Help, Re: Data Input into New Cemetery Database	40,000	
	SUBTOTAL			**$954,500**
TOTAL ADDITIONAL 2002 RECOMMENDED ONE-TIME ITEMS				**$233,000**

1 The following three recommended one-time items, totaling $300,000, were approved by Council during budget deliberations.

2 It is recommended that this one-time item be funded from the Restructuring Reserve.

3 Report CS01093 to COW dealt with pesticide reduction on municipal parkland and open spaces. Staff were directed to proceed with the development of an Integrated Plant Health Program, and as part of the 2002 budget deliberations, report on the incremental capital and operating expenses associated with the program.

4 A separate report to Council will be prepared relating to the proposed Parkland Dedication By-law and a funding source will be identified.

SECTION 16

SECTION 17

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

17.1

COMMUNITY SERVICES DEPARTMENT
Culture and Recreation

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Chairman Dave Braden, on behalf of the Ice Rates & Allocation Sub-committee
Date:	July 25, 2002	**Prepared by:**	Greg Maychak, x2000

SUBJECT: 2002/2003 Ice Allocation Plan (City Wide)

RECOMMENDATION:

(a) That Council endorses the 2002/2003 Ice Plan, attached hereto as **Appendix A,** agreed upon by the Ice Allocation Sub Committee and;

(b) That Council approves the Ice Allocation Principles, attached hereto as **Appendix B**, which served as the basis in determining the allocation for the 2002/2003-Ice Plan;

(c) That the Affiliation Policy, attached hereto as **Appendix C**, be approved as a 3-5 year phase in project and that staff be authorized to partner with the Hamilton Sports Council in the implementation and education of community sport organizations.

Dave Braden, Chairman
Ice Rates & Allocation Sub-committee

EXECUTIVE SUMMARY:

In September of 2002 City Council approved the establishment of an Ice Sub Committee. The committee itself was given the authority and direction to report back to Council with their recommendations regarding rates and the allocation of all City ice for the 2002/2003 fall/winter season. Those principles and recommended plahs are attached for approval.

BACKGROUND:

Over the last 10 months, chaired by Councillor Dave Braden and accompanied by Councillors: Chad Collins, Tom Jackson, Dave Mitchell and Sam Merulla, a committee of 40 community volunteer executives, city staff and a variety of ice user groups was formed.

The group collectively discussed and provided direction to staff in the formation of principles and priorities that formed the basis of the requirements and subsequent proposed Ice Plan.

ANALYSIS OF ALTERNATIVES:

This plan is essential to accommodate the growing demand for organized youth programming in particular girls hockey and figure skating. If this plan is not accepted, it is estimated, based on current and projected registration those approximately 1000 children, mostly young females will be denied access to participation during the upcoming fall/winter season.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The plan and the distribution of hours does not anticipate any loss in revenue as the vast majority of adult users who have been displaced from their historical allocation have agreed to the same number of hours at different times and/or locations. Many of the later hours that will be utilized were not allocated during the 2001/2002 fall/winter season and the total number of hours being allocated for the coming season are greater than the previous year.

However, it should be noted that the change in the previously approved rates and fees for the 2002/2003 season will result in a slight decline in revenues due to the reduction in the hourly rate applied to youth programming in the communities of Ancaster, Dundas, Flamborough and Stoney Creek.

POLICIES AFFECTING PROPOSAL:

Prior to amalgamation there was no formal Ice Allocation Policy but principles applying to community based, gender equity and generally an a accepted practise that youth utilized earlier preferred times while adults were scheduled later on week nights and on weekends.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Staff in the Culture & Recreation Division and Arena Operations assisted the committee in the discussions and acted as a resource while following the direction as provided by the Ice Sub Committee and it's members.

CITY STRATEGIC COMMITMENT:

This plan and the Ice Allocation Policy will provide a basis in which the new city can apply a consistent and fair distribution of ice time throughout Hamilton. Like rates, this is a major step towards harmonizing a policy and method when allocating ice to over 250 non-profit organizations and formal groups who annually rent ice at our 20 arena locations.

APPENDIX A

THE New! CITY OF HAMILTON

2002–2003

ICE USER CORE PROGRAM

Culture and Recreation Division
Community Services

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ICE SCHEDULE PLAN

J. L. Grightmire Dundas Arena 1
Olympic Ice 2
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Saltfleet Arena 8
Stoney Creek Arena 9
Valley Park Arena 10
Glanbrook Arena 11
Lawfield Arena 12
Mountain Arena 13
Chedoke (Blue) Arena 14
Chedoke (Green) Arena 15
Scott park Arena 16
Inch Park Arena 17
Parkdale Arena 18
Rosedale Arena 19
Coronation Arena 20
Eastwood Arena 21
Mountain Skating Centre 22

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
J. L. GRIGHTMIRE DUNDAS ARENA (Market Arena)

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6–7	Dundas Min. Hockey	6–7	Dundas Min. Hockey	6–7	Dundas Min. Hockey	6–7	Dundas Min. Hockey	6–7		6–7	Reach Forth	6–7	Dundas Min. Hockey
7–8		7–8		7–8		7–8		7–8		7–8	Dundas Min. Hockey	7–8	Dundas Min. Hockey
8–9		8–9		8–9		8–9		8–9		8–9	Dundas Min. Hockey	8–9	Dundas Min. Hockey
9–10		9–10	Public Skate	9–10		9–10		9–10		9–10	Dundas Min. Hockey	9–10	Dundas Min. Hockey
10–11		10–11	Public Skate	10–11		10–11		10–11		10–11	Dundas Min. Hockey	10–11	Dundas Min. Hockey
11–12		11–12	Adult Shinny	11–12		11–12	Adult Shinny	11–12		11–12	Dundas Min. Hockey	11–12	Dundas Cyclones
12–1		12–1	Adult Shinny	12–1		12–1	Adult Shinny	12–1		12–1	Dundas Min. Hockey	12–1	Dundas Cyclones
1–2		1–2		1–2		1–2	Public Skate	1–2		1–2	Dundas Min. Hockey	1–2	Dundas Cyclones
2–3		2–3		2–3		2–3		2–3		2–3^{30}	Public Skate	2–3^{30}	Public Skate
3–4	High School	3–4	High School	3–4	High School	3–4^{30}	High School	3–4		3^{30}–4	Dundas Min. Hockey	3^{30}–4	Dundas Min. Hockey
4–5	High School	4–5	Dundas Min. Hockey	4–5	High School	4^{30}–5	Fun Hockey	4–5	Dundas Min. Hockey	4–5	Dundas Min. Hockey	4–5	Dundas Min. Hockey
5–6	Dundas Min. Hockey	5–6	Dundas Min. Hockey	5–6	Dundas Min. Hockey	5–6	Fun Hockey	5–6	Dundas Min. Hockey	5–6	Dundas Min. Hockey	5–6	Dundas Min. Hockey
6–7	Dundas Min. Hockey	6–7	Dundas Min. Hockey	6–7	Dundas Min. Hockey	6–7	Dundas Min. Hockey	6–7	Dundas Min. Hockey	6–7	Dundas Min. Hockey	6–7	Dundas Min. Hockey
7–8	Dundas Min. Hockey	7–8	Dundas Min. Hockey	7–8	Dundas Min. Hockey	7–8	Junior C – game	7–8	Senior A – game	7–8	Dundas Min. Hockey	7–8^{30}	Dundas Min. Hockey
8–9	Dundas Min. Hockey	8–9	Dundas Min. Hockey	8–9	Dundas Min. Hockey	8–9	Junior C – game	8–9	Senior A – game	8–9	Dundas Min. Hockey	8^{30}–9	Junior C – practice
9–10	Dundas Min. Hockey	9–10	Dundas Min. Hockey	9–10	Dundas Min. Hockey	9–10	Junior C – game	9–10	Senior A – game	9–10	Dundas Min. Hockey	9–10	Junior C – practice
10–11^{30}	Senior A – practice	10–11^{30}	Junior C – practice	10–11	Dundas Cyclones	10–11	Adult Rentals	10–11	Adult Rentals	10–11	Dundas Min. Hockey	10–11	Adult Rentals
11^{30}–12		11^{30}–12		11–12	Adult Rentals	11–12	Adult Rentals	11–12	Adult Rentals	11–12	Adult Rentals	11–12	Rental

Note: High School request: Monday to Thursday 3:30–5:30 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
OLYMPIC ICE – DUNDAS

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6–7	Dundas Min. Hockey	6–7	Dundas Min. Hockey	6–7	Dundas Min. Hockey	6–7	Dundas Min. Hockey	6–7		6–7	Reach Forth	6–7	Dundas Min. Hockey
7–8		7–8	Adult Rentals	7–8		7–8		7–8		7–8	Reach Forth	7–8	Dundas Min. Hockey
8–9		8–9	Adult Rentals	8–9	Adult Rentals	8–9		8–9		8–9	Reach Forth	8–9	Dundas Min. Hockey
9–10		9–10	Adult Rentals	9–10	Adult Rentals	9–10		9–10		9–10	Dundas Fig. Skating	9–10	Jr Bulldogs
10–11		10–11		10–11		10–11		10–11	Adult Rentals	10–11	Dundas Fig. Skating	10–11	Jr Bulldogs
11–12		11–12	Adult Rentals	11–12		11–12		11–12	Adult Rentals	11–12	Dundas Fig. Skating	11–12	Jr Bulldogs
12–1		12–1		12–1		12–1		12–1		12–1	Dundas Fig. Skating	12–1	Jr Bulldogs
1–2		1–2		1–2		1–2		1–2	Adult Rentals	1–2	Dundas Fig. Skating	1–2	Dundas Min. Hockey
2–3		2–3		2–3		2–3		2–3		2–3	Dundas Min. Hockey	2–3	Dundas Min. Hockey
3–4	High School	3–4	High School	3^{30}–4^{30}	High School	3–4	High School	3–4		3–4	Dundas Min. Hockey	3–4	Dundas Min. Hockey
4–5	High School	4^{15}–5	Dundas Fig. Skating	4^{30}–5	Dundas Fig. Skating	4^{15}–5	Dundas Fig. Skating	4^{30}–5	Dundas Fig. Skating	4–5	Dundas Min. Hockey	4–5	Dundas Min. Hockey
5–6	Dundas Min. Hockey	5–6	Dundas Fig. Skating	5–6	Dundas Fig. Skating	5–6	Dundas Fig. Skating	5–6	Dundas Fig. Skating	5–6	Dundas Min. Hockey	5–6	Dundas Min. Hockey
6–7	Dundas Min. Hockey	6–7	Dundas Fig. Skating	6–7	Dundas Fig. Skating	6–7	Dundas Fig. Skating	6–7	Dundas Fig. Skating	6–7	Dundas Min. Hockey	6–7	Dundas Min. Hockey
7–8	Dundas Min. Hockey	7–8	Dundas Fig. Skating	7–8	Dundas Fig. Skating	7–8	Dundas Fig. Skating	7–8	Dundas Fig. Skating	7–8	Dundas Min. Hockey	7–8	Dundas Min. Hockey
8–9	Dundas Min. Hockey	8–9	Dundas Fig. Skating	8–9	Dundas Min. Hockey	8–9	Dundas Fig. Skating	8–9	Reach Forth	8–9	Dundas Min. Hockey	8–9	Dundas Min. Hockey
9–10	Dundas Min. Hockey	9–10	Ancaster Girls Hockey	9–10	Dundas Min. Hockey	9–10	Dundas Min. Hockey	9–10	Reach Forth	9–10^{30}	Adult Rentals	9–10	Adult Rentals
10–11	Adult Rentals	10–11^{30}	Adult Rentals	10–11	Adult	10–11	Dundas Min. Hockey	10–11	Reach Forth	10–11	Rental	10–11	Adult Rentals
11–12	Adult Rentals			11–12	Adult Rentals	11–12	Adult Rentals	11–12	Adult Rentals	11–12	Rental	11–12	Adult Rentals
12–1	Adult Rentals			12–1	Adult Rentals								

Dundas Figure Skating Club begins Tuesday, October 15.

Note: High School request: two days per week, excluding Friday, 3:30–4:30 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
MORGAN FIRESTONE ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7^{30}–8^{30}		7–8		7–8		6^{30}–7^{30}		6–7	Ancaster Min Hockey	6–7	Ancaster Min Hockey
8–9		8^{30}–9		8–9		8–9		7^{30}–8^{30}		7–8	Ancaster Min Hockey	7–8	Ancaster Min Hockey
9–10		9–10		9–10		9–10		9–10		8–9	Ancaster Fig. Skating	8–9	Ancaster Min Hockey
10–11		10–11	Adult and Preschool	10–11	Adult and Preschool	10–11	Adult and Preschool	10–11		9–10	Ancaster Fig. Skating	9–10	Ancaster Min Hockey
11–12		11–12	Adult and Preschool	11–12	Adult and Preschool	11–12	Adult and Preschool	11–12		10–11	Ancaster Fig. Skating	10–11	Ancaster Fig. Skating
12–1		12–1		12–1		12–1		12–1		11–12	Ancaster Fig. Skating	11–12	Ancaster Fig. Skating
1–2		1–2		1–2		1–2	Senior Skate	1–2	Adult and Preschool	12–1	Ancaster Fig. Skating	12–1	Ancaster Fig. Skating
2–3		2–3		2–3		2–3	Senior Skate	2–3	Adult and Preschool	1–2	Ancaster Fig. Skating	1–2	Public Skate
3–4	High School	3–4	High School	3–4	High School	3–4	High School	3–4	Adult Rental	2–3	Ancaster Min Hockey*	2–3	Public Skate
4–5	Ancaster Fig. Skating	4–5	Ancaster Fig. Skating	4–5	High School	4–5	Ancaster Fig. Skating	4–5	Adult Rental	3–4	Ancaster Min Hockey	3–4	Ancaster Girls Hockey
5–6	Ancaster Fig. Skating	5–6	Ancaster Fig. Skating	5–6	Ancaster Girls Hockey*	5–6	Ancaster Fig. Skating	5–6	Ancaster Girls Hockey	4–5	Ancaster Min Hockey	4–5	Ancaster Min Hockey
6–7	Ancaster Fig. Skating	6–7	Ancaster Fig. Skating	6–7	Ancaster Girls Hockey*	6–7	Ancaster Fig. Skating	6–7	Ancaster Girls Hockey	5–6	Ancaster Min Hockey	5–6	Ancaster Min Hockey
7–8	Ancaster Min Hockey	7–8	Ancaster Min Hockey	7–8	Ancaster Min Hockey	7–8	Ancaster Fig. Skating	7–8	Ancaster Girls Hockey	6–7	Ancaster Min Hockey	6–7	Ancaster Min Hockey
8–9	Ancaster Min Hockey	8–9	Ancaster Min Hockey	8–9	Ancaster Min Hockey	8–9	Ancaster Fig. Skating	8–9	Ancaster Min Hockey	7–8	Ancaster Min Hockey	7–8	Ancaster Min Hockey
9–10	Ancaster Min Hockey	9–10	Ancaster Min Hockey	9–10^{30}	Ancaster Min Hockey	9–10	Ancaster Fig. Skating	9–10	Ancaster Min Hockey	8–9	Ancaster Min Hockey	8–9	Ancaster Min Hockey
10–11	Ancaster Min Hockey	10–11	Adult Rental	10^{30}–11^{30}	Adult Rental	10–11	Adult Rental	10–11	Men's League	9–10	Ancaster Min Hockey	9–10^{30}	Ancaster Min Hockey
11–12	Adult Rental	11–12	Rental	11^{30}–12		11–12	Adult Rental	11–12	Men's League	10–11	Ancaster Min Hockey	10^{30}–11^{30}	Adult Rental
								12–1	Men's League	11–12	Rental	11–12	

* This change has not been approved by Ancaster Minor Hockey.
These changes were recommended at the April 30, 2002 Ice Allocation Meeting TBC.

Note: High School request: Monday to Thursday 3:30–5:30 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
SPRING VALLEY ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8		6–7	Ancaster Min Hockey	6–7	Ancaster Min Hockey
8–9		8–9		8–9		8–9		8–9		7–8	Ancaster Min Hockey	7–8	Ancaster Min Hockey
9–10		9–10		9–10		9–10		9–10		8–9	Ancaster Min Hockey	8–9	Ancaster Fig. Skating
10–11		10–11		10–11		10–11		10–11		9–10	Ancaster Min Hockey	9–10	Ancaster Fig. Skating
11–12		11–12		11–12		11–12		11–12		10–11	Ancaster Min Hockey	10–11	Ancaster Min Hockey
12–1		12–1		12–1		12–1		12–1		11–12	Ancaster Min Hockey	11–12	Ancaster Min Hockey
1–2		1–2		1–2		1–2		1–2		12–1	Ancaster Min Hockey	12–1	Ancaster Min Hockey
2–3		2–3		2–3		2–3		2–3		1–2	Jr. Bulldogs	1–2	Ancaster Min Hockey
3–4	High School	3–4	High School	3–4	High School	3^{30}–4	Public Skate	3–4		2–3	Jr. Bulldogs	2–3	Anc Comm Sktg Club
4–5	High School	4–5	High School	4–5	High School	4–5	Public Skate	4–5		3–4	Men's League	3–4	Anc Comm Sktg Club
5–6	Ancaster Min Hockey	5–6	Ancaster Girls Hockey	5–6	Ancaster Fig. Skating	5–6	Ancaster Min Hockey	5–6	Ancaster Min Hockey	4–5	Men's League	4–5	Anc Comm Sktg Club
6–7	Ancaster Min Hockey	6–7	Ancaster Min Hockey	6–7	Ancaster Fig. Skating	6–7	Ancaster Min Hockey	6–7	Ancaster Min Hockey	5–6	Men's League	5–6	Anc Comm Sktg Club
7–8	Ancaster Min Hockey	7–8	Ancaster Min Hockey	7–8	Ancaster Min Hockey	7–8	Ancaster Min Hockey	7–8	Ancaster Min Hockey	6–7	Ancaster Girls Hockey	6–7	Ancaster Min Hockey
8–9	Ancaster Min Hockey	8–9	Ancaster Min Hockey	8–9	Ancaster Min Hockey	8–9	Ancaster Min Hockey	8–9	Ancaster Min Hockey	7–8	Ancaster Girls Hockey	7–8	Ancaster Min Hockey
9–10	Ancaster Min Hockey	9–10	Fun & Rec'l Hockey	9–10	Ancaster Min Hockey	9–10	Ancaster Min Hockey	9–10	Ancaster Min Hockey	8–9	Ancaster Girls Hockey	8–9	Ancaster Min Hockey
10–11	Adult Rental	10–11	Fun & Rec'l Hockey	10–11	Adult Rental	10–11	Ancaster Min Hockey	10–11	Adult Rental	9–10	Adult Rental	9–10	Ancaster Min Hockey
11–12	Rental	11–12	Fun & Rec'l Hockey	11–12	Rental	11–12	Adult Rental	11–12	Adult Rental	10–11	Adult Rental	10–11	Adult Rental
										11–12	Rental	11–12	Rental

Note: High School request: Monday and Wednesday 3:30–4:30 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
CARLISLE ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8	FHA Girls	6–7	Adult Rental	6–7	Flam. Hockey Assoc.
8–9		8–9		8–9		8–9		8–9		7–8	Freelton Early Birds	7–8	Mountsberg Selects
9–10		9–10		9–10		9–10		9–10		8–9	Rusty Cans	8–9	Flam. Men's Hockey
10–11		10–11		10–11		10–11		10–11		9–10	Flam. Hockey Assoc.	9–10	Flam. Men's Hockey
11–12	Senior Shinny	11–12		11–12	Senior Shinny	11–12		11–12		10–11	Flam. Hockey Assoc.	10–11	Flam. Men's Hockey
12–1		12–1		12–1		12–1		12–1		11–12	Flam. Hockey Assoc.	11–12	Flam. Old Sabres
1–2		1–2	Adult Skate	1–2	Parents and Tots	1–2		1–2		12–1	Flam. Hockey Assoc.	12–1	Flam. Hockey Assoc.
2–3		2–3	Public Skate	2–3	Parents and Tots	2–3	Adult Shinny	2–3		1–2	Flam. Hockey Assoc.	1–2	Flam. Hockey Assoc.
3–4	Youth Shinny u-11	3–4	Youth Shinny u-12	3–4	Youth Shinny u-11	3–4	Adult Shinny	3–4		2–3	Flam. Hockey Assoc.	2–3	Flam. Hockey Assoc.
4–5	Youth Shinny u-11	4–5	Youth Shinny u-12	4–5	Youth Shinny u-11	4–5	Adult Rental	4–5	Adult Rental	3–4	Flam. Hockey Assoc.	3–4	Flam. Hockey Assoc.
5–6	Carlisle Fig. Skating	5–6	Flam. Hockey Assoc.	5–6	Carlisle Fig. Skating	5–6	Halton Conser. Auth.	5–6	Adult Rental	4–5	Flam. Hockey Assoc.	4–5	Flam. Hockey Assoc.
6–7	Carlisle Fig. Skating	6–7	Flam. Hockey Assoc.	6–7	Carlisle Fig. Skating	6–7	Flam. Hockey Assoc.	6–7	Flam. Hockey Assoc.	5–6	Flam. Hockey Assoc.	5–6	Flam. Hockey Assoc.
7–8	FHA Girls	7–8	Flam. Hockey Assoc.	7–8	Flam. Hockey Assoc.	7–8	Flam. Hockey Assoc.	7–8	FHA Girls	6–7	Flam. Hockey Assoc.	6–7	Flam. Hockey Assoc.
8–9	FHA Girls	8–9	Flam. Hockey Assoc.	8–9	Flam. Hockey Assoc.	8–9	Flam. Hockey Assoc.	8–9	Public Skate	7–8	Flam. Hockey Assoc.	7–8	Flam. Hockey Assoc.
9–10	FHA Girls	9–10	Flam. Hockey Assoc.	9–10	Flam. Hockey Assoc.	9–10	Flam. Hockey Assoc.	9–10	Public Skate	8–9	Flam. Hockey Assoc.	8–9	Flam. Old Flames
10–11	Adult Rental	10–11	Mountsberg Selects	10–11	Millgrove Muskies	10–11	Freelton Hockey Club	10–11	Adult Rental	9–10	Flam. Hockey Assoc.	9–10	Carlisle Oldtimers
11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	10–11	Adult Rental	10–11	Carlisle Oldtimers
										11–12	Adult Rental	11–12	Rental

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
NORTH WENTWORTH ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8	High School	7–8	Adult Rental	7–8	High School	7–8		6^{30}–7^{30}	Adult Rental	6–7	Flam. Hockey Assoc.	6–7	FHA Girls
8–9		8–9		8^{30}–9^{30}	Burl. Fire Dept.	8–9		8–9		7–8	Adult Rental	7–8	FHA Girls
9–10		9–10		9–10		9–10		9–10		8–9	Flam. Skating Club	8–9	FHA Girls
10–11		10–11		10–11		10–11		10–11		9–10	Flam. Skating Club	9–10^{30}	Flam. Men's Hockey
11–12	Adult Shinny	11–12	Adult Shinny	11–12	Adult Shinny	11–12	Adult Shinny	11–12	Adult Shinny	10–11	Flam. Skating Club	10^{30}–11	Flam. Hockey Assoc.
12–1	Adult Shinny	12–1	Adult Shinny	12–1	Adult Shinny	12–1	Adult Shinny	12–1	Adult Shinny	11–12^{30}	Flam. Skating Club	11–12	Flam. Hockey Assoc.
1–2		1–2		1–2		1–2		1–2		12^{30}–1^{30}	FHA Girls	12–1	Flam. Hockey Assoc.
2–3		2–3		2–3		2–3		2–3	Calvin Chris. School	1^{30}–2	Flam. Hockey Assoc.	1–2	Flam. Hockey Assoc.
3^{30}–4^{30}	High School	3–4	High School	3^{30}–4^{30}	High School	3–4	High School	3–4	Adult Rental	2–3	Flam. Hockey Assoc.	2–3	Public Skate
4^{30}–5	Flam. Skating Club	4–5	Jr. Bulldogs	4^{30}–5	Flam. Skating Club	4–5	High School	4–5	Flam. Skating Club	3–4	Flam. Hockey Assoc.	3–4	Public Skate
5–6	Flam. Skating Club	5–6	Jr. Bulldogs	5–6	Flam. Skating Club	5–6	Flam. Hockey Assoc.	5–6	Flam. Skating Club	4–5	Flam. Hockey Assoc.	4–5	Flam. Hockey Assoc.
6–7	Flam. Skating Club	6–7	Flam. Hockey Assoc.	6–7	Flam. Skating Club	6–7	Flam. Hockey Assoc.	6–7	Flam. Hockey Assoc.	5–6	Flam. Hockey Assoc.	5–6	Flam. Hockey Assoc.
7–8	Flam. Skating Club	7–8	FHA Girls	7–8	Flam. Skating Club	7–8	Flam. Hockey Assoc.	7–8	Flam. Hockey Assoc.	6–7	Flam. Hockey Assoc.	6–7	Flam. Hockey Assoc.
8–9	Flam. Skating Club	8–9	Flam. Hockey Assoc.	8–9^{30}	Flam. Hockey Assoc.	8–9	Flam. Hockey Assoc.	8–9	Flam. Hockey Assoc.	7–8	Flam. Hockey Assoc.	7–8	Flam. Hockey Assoc.
9–10	Flam. Hockey Assoc.	9–10	Flam. Hockey Assoc.	9^{30}–10^{30}	FHA Girls	9–10	Flam. Hockey Assoc.	9–10	Flam. Hockey Assoc.	8–9	Flam. Hockey Assoc.	8–9	Flam. Hockey Assoc.
10–11	Flam. Hockey Assoc.	10–11	Flam. Hockey Assoc.	10^{30}–11^{30}	FHA Girls	10–11	Flam. Hockey Assoc.	10–11	Adult Rental	9–10^{30}	Flam. Hockey Assoc.	9–10	Flam. Hockey Assoc.
11–12	Adult Rental	11–12	Adult Rental	11^{30}–12^{30}	McMaster Univ.	11–12	Adult Rental	11–12	Adult Rental	10^{30}–11^{30}	Adult Rental	10–11	Flam. Hockey Assoc.
										11–12		11–12	Rental

Note: High School request: Monday and Wednesday 7–8 a.m.
Monday and Wednesday 3:30–4:30 p.m.
Tuesday 3:30 –5:30 p.m.
Thursday 3:30–5:30 p.m

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
BEVERLY ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8		6–7	Adult Rental	6–7	Flam. Hockey Assoc.
8–9		8–9		8–9		8–9		8–9		7–8	Beverly Minor Hockey	7–8	Flam. Hockey Assoc.
9–10		9–10		9–10		9–10		9–10		8–9	Beverly Minor Hockey	8–9	Beverly Men's Hockey
10–11		10–11		10–11		10–11		10–11		9–10	Beverly Minor Hockey	9–10	Beverly Men's Hockey
11–12		11–12		11–12		11–12		11–12		10–11	Beverly Minor Hockey	10–11	Beverly Men's Hockey
12–1		12–1		12–1		12–1		12–1		11–12	Rockton Winter Club	11–12	Beverly Men's Hockey
1–2		1–2		1–2	Parent and Preschool	1–2		1–2		12–1	Rockton Winter Club	12–1	Flam. Hockey Assoc.
2–3		2–3		2–3	Parent and Preschool	2–3		2–3		1–2^{30}	Rockton Winter Club	1–2	Flam. Hockey Assoc.
3–4	Youth Shinny – u 15	3–4	Youth Shinny – u 15	3–4	Youth Shinny – u 15	3–4	Public Skate	3–4		2^{30}–3^{30}	FHA Girls	2–3	Flam. Hockey Assoc.
4–5	Youth Shinny – u 15	4–5	Youth Shinny – u 15	4–5	Youth Shinny – u 15	4–5	Public Skate	4–5	Adult Rental	3^{30}–4^{30}	FHA Girls	3–4	Beverly Minor Hockey
5–6	Flam. Hockey Assoc.	5–6	Rockton Winter Club	5–6	Beverly Minor Hockey	5–6	Rockton Winter Club	5–6	Ont. Hydro	4^{30}–5^{30}	FHA Girls	4–5	Beverly Minor Hockey
6–7	Beverly Minor Hockey	6–7	Rockton Winter Club	6–7	Beverly Minor Hockey	6–7	Rockton Winter Club	6–7	Beverly Minor Hockey	5^{30}–6^{30}	Flam. Hockey Assoc.	5–6	Beverly Minor Hockey
7–8	Beverly Minor Hockey	7–8^{30}	Rockton Winter Club	7–8	Beverly Minor Hockey	7–8^{30}	Rockton Winter Club	7–8	Beverly Minor Hockey	6^{30}–7^{30}	Flam. Hockey Assoc.	6–7	Beverly Minor Hockey
8–9	Beverly Minor Hockey	8^{30}–9^{30}	Flam. Hockey Assoc.	8–9	Beverly Minor Hockey	8^{30}–9^{30}	Flam. Hockey Assoc.	8–9	Beverly Minor Hockey	7^{30}–8	Public Skate	7–8	Beverly Minor Hockey
9–10	FHA Girls	9^{30}–10	Beverly Oldtimers	9–10	Beverly Minor Hockey	9^{30}–10^{30}	Beverly Minor Hockey	9–10	Beverly Minor Hockey	8–9	Public Skate	8–9	Beverly Minor Hockey
10–11	Rockton Rottenshots	10–11	Beverly Oldtimers	10–11	Rockton Hockey Club	10^{30}–11^{30}	Adult Rental	10–11	Adult Rental	9–10	Flam. Hockey Assoc.	9–10	Beverly Minor Hockey
11–12	Rental	11–12	Rental	11–12	Rental	11^{30}–12		11–12	Adult Rental	10–11	Adult Rental	10–11	Beverly Minor Hockey
										11–12	Rental	11–12	Adult Rental

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
SALTFLEET ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8		6–7	S.C. Minor Hockey	6^{30}–7^{30}	Jr. Bulldogs
8–9	Ice Maintenance	8–9		8–9		8–9		8^{30}–9	Adult Rental	7–8	S.C. Minor Hockey	7^{30}–8^{30}	Jr. Bulldogs
9–10	Ice Maintenance	9^{30}–10	Fidgets	9–10		9–10		9–10	Adult Rental	8–9	Saltfleet Fig. Skating	8^{30}–9^{30}	Jr. Bulldogs
10–11	Ice Maintenance	10–11^{30}	Fidgets	10–11		10–11		10–11		9–10	Saltfleet Fig. Skating	9^{30}–10^{30}	S.C. Girls Hockey
11–12	Ice Maintenance	11^{30}–12^{30}	Adult and Tot	11–12		11–12		11–12		10–11	Saltfleet Fig. Skating	10^{30}–11^{30}	S.C. Girls Hockey
12–1		12–1		12–1		12–1	Adult and Tot	12–1		11–12	Saltfleet Fig. Skating	11^{30}–12^{30}	S.C. Girls Hockey
1–2		1–2		1–2		1–2	Fidgets	1–2		12–1	Saltfleet Fig. Skating	12^{30}–1	Public Skate
2–3		2–3		2–3		2–3	Fidgets	2–3		1–2	Saltfleet Fig. Skating	1–2	Public Skate
3–4	High School	3–4	High School	3–4	High School	3–4	Fidgets	3–4		2–3	S.C. Minor Hockey	2–3	S.C. Minor Hockey
4–5	O.P. Teachers	4–5	High School	4–5	High School	4–5	Fidgets	4–5		3–4	S.C. Minor Hockey	3–4	S.C. Minor Hockey
5–6	S.C. Minor Hockey	5–6	S.C. Minor Hockey	5–6	S.C. Girls Hockey	5–6	S.C. Minor Hockey	5–6	S.C. Girls Hockey	4–5	S.C. Minor Hockey	4–5	S.C. Minor Hockey
6–7	S.C. Minor Hockey	6–7	S.C. Minor Hockey	6–7	S.C. Girls Hockey	6–7	S.C. Minor Hockey	6–7	S.C. Girls Hockey	5–6	S.C. Minor Hockey	5–6	S.C. Minor Hockey
7–8	S.C. Minor Hockey	7–8	S.C. Minor Hockey	7–8	S.C. Girls Hockey	7–8	S.C. Minor Hockey	7–8	S.C. Girls Hockey	6–7	S.C. Girls Hockey	6–7	S.C. Minor Hockey
8–9	S.C. Minor Hockey	8–9	S.C. Minor Hockey	8–9	S.C. Girls Hockey	8–9	S.C. Minor Hockey	8–9	S.C. Girls Hockey	7–8	S.C. Girls Hockey	7–8	S.C. Minor Hockey
9–10	S.C. Minor Hockey	9–10	S.C. Minor Hockey	9–10	S.C. Girls Hockey	9–10	S.C. Minor Hockey	9–10	S.C. Girls Hockey	8–9	S.C. Girls Hockey	8–9	S.C. Minor Hockey
10–11	S.C. Minor Hockey	10–11	S.C. Minor Hockey	10–11	S.C. Girls Hockey	10–11	S.C. Minor Hockey	10–11	S.C. Girls Hockey	9–10	S.C. Girls Hockey	9–10	S.C. Minor Hockey
11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	11–12	Adult Rental	10–11	S.C. Girls Hockey	10–11	S.C. Minor Hockey
										11–12	Rental	11–12	Rental

Note: High School request: Monday and Wednesday 3:30–4:30 p.m.
Tuesday and Thursday 3:30–5:30 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
STONEY CREEK ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8		6–7	S. C. Minor Hockey	6–7	S. C. Minor Hockey
8–9		8–9		8^{30}–9	Shinny	8–9		8–9		7–8	S. C. Minor Hockey	7–8	S. C. Minor Hockey
9–10	Adult Learn to Skate	9–10	Senior Skate	9–10^{30}	Shinny	9–10		9–10		8–9	Blades on Ice	8–9	S. C. Minor Hockey
10–11		10–11	Adult and Tot	10–11		10–11		10–11		9–10	Blades on Ice	9–10	S. C. Minor Hockey
11–12	Ice Maintenance	11–12		11–12		11–12		11–12		10–11	S. C. Minor Hockey	10–11	S. C. Minor Hockey
12–1	Ice Maintenance	12–1		12–1		12–1		12–1		11–12	S. C. Minor Hockey	11–12	S. C. Minor Hockey
1–2	Ice Maintenance	1–2		1–2		1–2	Adult and Tot	1–2		12–1	S. C. Minor Hockey	12–1	S. C. Minor Hockey
2–3^{30}	Ice Maintenance	2–3		2–3		2–3		2^{30}–3	Oldtimers Hockey	1–2	S. C. Minor Hockey	1–2	S. C. Minor Hockey
3^{30}–4	Public Skate	3–4	Adult Rental	3^{30}–4^{30}	High School	3–4	High School	3–4	Oldtimers Hockey	2–3^{30}	S.C. Minor Hockey	2–3^{30}	Public Skate
4–5	Public Skate	4–5	Blades on Ice	4^{30}–5	High School	4–5	High School	4–5		3^{30}–4	S. C. Minor Hockey	3^{30}–4	S. C. Minor Hockey
5–6	S. C. Minor Hockey	5–6	Blades on Ice	5–6	Ham. Fig. Skating	5–6	S. C. Minor Hockey	5–6	S. C. Minor Hockey	4–5	S. C. Minor Hockey	4–5	S. C. Minor Hockey
6–7	S. C. Minor Hockey	6–7	S. C. Minor Hockey	6–7	Saltfleet Fig. Skating	6–7	S. C. Minor Hockey	6–7	S. C. Minor Hockey	5–6	S. C. Minor Hockey	5–6	S. C. Minor Hockey
7–8	S. C. Minor Hockey	7–8	S. C. Minor Hockey	7–8	Saltfleet Fig. Skating	7–8	S. C. Minor Hockey	7–8	S. C. Minor Hockey	6–7	S. C. Minor Hockey	6–7	S. C. Minor Hockey
8–9	S. C. Minor Hockey	8–9	S. C. Minor Hockey	8–9	S. C. Minor Hockey	8–9	S. C. Minor Hockey	8–9	S. C. Minor Hockey	7–8	S. C. Minor Hockey	7–8	S. C. Minor Hockey
9–10	S. C. Minor Hockey	9–10	S. C. Minor Hockey	9–10	S. C. Minor Hockey	9–10	S. C. Minor Hockey	9–10	Jr Bulldogs	8–9	Jr Bulldogs	8–9	S. C. Minor Hockey
10–11	S. C. Minor Hockey	10–11	S. C. Minor Hockey	10–11	S. C. Minor Hockey	10–11	S. C. Minor Hockey	10–11	Jr Bulldogs	9–10	Jr Bulldogs	9–10	S. C. Minor Hockey
11–12	Rental	11–12	Rental	11–12	Rental	11–12	Adult Rental	11–12	Adult Rental	10–11	Jr Bulldogs	10–11	S. C. Minor Hockey
										11–12	Rental	11–12	Rental

Note: High School request: Monday 3:30–4:30 p.m.
Wednesday 3:30–4:30 p.m.
Tuesday and Thursday 3:30–5:30 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
VALLEY PARK ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8		6–7	S. C. Minor Hockey	6^{30}–7	S. C. Girls Hockey
8–9		8–9		8–9		8–9		8–9		7–8	S. C. Minor Hockey	7–8	S. C. Girls Hockey
9^{30}–10	Fidgets	9–10		9–10		9^{30}–10	Blades on Ice	9–10		8–9	S. C. Minor Hockey	8–9	S. C. Girls Hockey
10–11^{30}	Fidgets	10–11		10–11		10–11^{30}	Blades on Ice	10–11		9–10	S. C. Minor Hockey	9–10	S. C. Girls Hockey
11^{30}–12		11–12		11^{30}–12^{30}	Adult and Tot	11^{30}–12		11^{30}–12^{30}	Adult and Tot	10–11	S. C. Minor Hockey	10–11	S. C. Girls Hockey
12–1		12–1		12^{30}–1^{30}		12–1		12^{30}–1		11–12	S. C. Minor Hockey	11–12	S. C. Girls Hockey
1–2	Ice Maintenance	1–2		1^{30}–2	Fidgets	1^{30}–2	Shinny Hockey	1–2		12–1	S. C. Minor Hockey	12–1	S. C. Girls Hockey
2–3	Ice Maintenance	2–3		2–3	Fidgets	2–3		2–3	Mt. Albion School	1–2^{30}	Public Skate	1–2^{30}	Public Skate
3–4	High School	3–4	High School	3–4	Fidgets	3–4	High School	3–4	High School	2^{30}–3	S. C. Minor Hockey	2^{30}–3	S. C. Minor Hockey
4–5	High School	4–5	High School	4–5	Fidgets	4–5	High School	4–5	High School	3–4	S. C. Minor Hockey	3–4	S. C. Minor Hockey
5–6	S. C. Girls Hockey	5–6	S. C. Minor Hockey	5–6	S. C. Minor Hockey	5–6	S. C. Minor Hockey	5–6^{30}	S. C. Minor Hockey	4–5	S. C. Minor Hockey	4–5^{30}	S. C. Minor Hockey
6–7	S. C. Girls Hockey	6–7	S. C. Minor Hockey	6–7^{30}	Junior Hockey	6–7	S. C. Minor Hockey	6^{30}–7	Public Skate	5–6	S. C. Minor Hockey	5^{30}–6	Oldtimers Hockey
7–8	S. C. Girls Hockey	7–8	S. C. Minor Hockey	7^{30}–8	S. C. Minor Hockey	7–8	Jr. B Hockey	7–8	Public Skate	6–7^{30}	S. C. Minor Hockey	6–7	Oldtimers Hockey
8–9^{30}	S. C. Girls Hockey	8–9	S. C. Minor Hockey	8–9	S. C. Minor Hockey	8–9	Jr. B Hockey	8–9	Oldtimers Hockey	7^{30}–8^{30}	Junior Hockey	7–8	Oldtimers Hockey
9^{30}–10^{30}	Junior Hockey	9–10	S. C. Minor Hockey	9–10	S. C. Minor Hockey	9–10	Jr. B Hockey	9–10	Oldtimers Hockey	8^{30}–9^{30}	Junior Hockey	8–9	Oldtimers Hockey
10^{30}–11^{30}	Ice Maintenance	10–11	S. C. Minor Hockey	10–11	S. C. Minor Hockey	10–10^{30}	Ice Maintenance	10–11	Oldtimers Hockey	9^{30}–10^{30}	Junior Hockey	9–10	Oldtimers Hockey
11^{30}–12^{30}		11–12	Adult Rental	11–12	Rental	11–12	Rental	11–12	Oldtimers Hockey	10^{30}–11^{30}	Adult Rental	10–11^{30}	Oldtimers Hockey
										11^{30}–12^{30}		11^{30}–12	

Note: High School request: Monday and Wednesday 3:30–4:30 p.m.
Tuesday 3:30–5:30 p.m.
Thursday 3:30–5:30 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
GLANBROOK ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6–7	Glan. Minor Hockey	6–7	Glan. Minor Hockey	6–7	Glan. Minor Hockey	6–7	Glan. Minor Hockey	6–7	Glan. Minor Hockey	6–7	Glan. Minor Hockey	6–7	Glan. Minor Hockey
7–8		7–8		7–8		7–8	J. DiBartolo	7–8		7–8	Glan. Minor Hockey	7–8	Glan. Minor Hockey
8–9		8–9		8–9		8–9		8–9		8–9	Glan. Minor Hockey	8–9	Glan. Minor Hockey
9–10		9–10		9–10		9–10		9–10		9–10	Glan. Minor Hockey	9–10	Men's League
10–11		10–11		10–11		10–11		10–11		10–11	Glan. Minor Hockey	10–11	Men's League
11–12		11–12		11–12		11–12		11–12		11–12	Glan. Minor Hockey	11–12	Mens League
12–1	Adult Skate	12–1	Tot Skate	12–1	Tot Skate	12–1	Adult Skate	12–1	Public Skate	12–1	Glan. Minor Hockey	12–1	Men's League
1–2		1–2		1–2		1–2		1–2	(Non Specific) Rentals	1–2	Glan. Minor Hockey	1^{30}–2^{30}	Family Skate
2–3		2–3		2–3		2–3		2–3	(Non Specific) Rentals	2–3	Glan. Minor Hockey	2^{30}–3	Glan. Minor Hockey
3–4		3–4		3–4		3–4		3^{30}–4^{30}	Adult Rental	3–4	Glan. Minor Hockey	3–4	Glan. Minor Hockey
4^{45}–5	Glan. Skating Club	4–5	Public Skate	4^{15}–5	Glan. Skating Club	4^{30}–5	Glan. Skating Club	4^{45}–5	Glan. Skating Club	4–5	Glan. Minor Hockey	4–5	Glan. Minor Hockey
5–6	Glan. Skating Club	5–6	Glan. Minor Hockey	5–6	Glan. Skating Club	5–6	Glan. Skating Club	5–6	Glan. Skating Club	5–6	Glan. Minor Hockey	5–6	Glan. Minor Hockey
6–7	Glan. Skating Club	6–7	Glan. Minor Hockey	6–7	Glan. Skating Club	6–7	Glan. Minor Hockey	6–7	Glan. Skating Club	6–7	Glan. Minor Hockey	6–7	Glan. Minor Hockey
7–8	Glan. Skating Club	7–8	Glan. Minor Hockey	7–8	Glanbrook Junior C	7–8	Glan. Minor Hockey	7–8	Glan. Skating Club	7–8^{30}	Public Skate	7–8	Glan. Minor Hockey
8–9	Glan. Skating Club	8–9	Glan. Minor Hockey	8–9	Glanbrook Junior C	8–9^{30}	Glan. Minor Hockey	8–9^{30}	Glan. Skating Club	8^{30}–9	Glan. Minor Hockey	8–9^{30}	Glan. Minor Hockey
9–10	Glan. Minor Hockey	9–10	Glan. Minor Hockey	9–10	Glanbrook Junior C	9^{30}–10^{30}	Glanbrook Junior C	9^{30}–10	Old Pumpers	9–10	Glan. Minor Hockey	9^{30}–10^{30}	Glan. Minor Hockey
10–11	Glanbrook Junior C	10–11	Glan. Minor Hockey	10–11	Adult Rental	10^{30}–11^{30}	Adult Rental	10–11	Old Pumpers	10–11	Glan. Minor Hockey	10^{30}–11^{30}	Adult Rental
11–12	Rental	11–12	Rental	11–12	Rental	11^{30}–12	Adult Rental	11–12	Adult Rental	11–12	Adult Rental	11^{30}–12	
								12–1^{30}	Adult Rental	12–1	Adult Rental		
								1^{30}–3^{30}	Adult Rental				

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
LAWFIELD ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8	Maintenance	7–8		7–8		6–7	LMHA	6–7	LMHA
8–9		8–9		8–9	Maintenance	8–9		8–9		7–8	LMHA	7–8	LMHA
9–10		9–10		9–10	Maintenance	9–10		9–10		8–9	LMHA	8–9	LMHA
10–11		10–11	Preschool Skate	10–11	Maintenance	10–11		10–11	Adult Rental	9–10	LMHA	9–10	LMHA
11^{30}–12	Adult Skate	11^{30}–12	Adult Skate	11–12	Maintenance	11^{30}–12	Adult Skate	11^{30}–12	Adult Skate	10–11	LMHA	10–11	LMHA
12–1	Adult Skate	12–1	Adult Skate	12–1	Maintenance	12–1	Adult Skate	12–1	Adult Skate	11–12	LMHA	11–12	LMHA
1–2		1–2	Adult Shinny	1–2	Maintenance	1–2		1–2		12–1	LMHA	12–1	LMHA
2–3		2–3	Adult Shinny	2–3	Maintenance	2–3		2–3		1–2	LMHA	1–2	LMHA
3^{30}–4	High School	3^{30}–4	High School	3–4	Maintenance	3–4		3–4		2–3	LMHA	2–3	LMHA
4–5	Rental */High School	4–5	Rental */High School	4–5	Rental */High School	4–5	High School	4–5		3–4	LMHA	3–4	LMHA
5–6	Rental */High School	5–6	Rental */High School	5–6	LMHA	5–6	LMHA	5–6	LMHA	4–5	LMHA	4–5	Ringette
6–7	Hub Game	6–7	LMHA	6–7	LMHA	6–7	LMHA	6–7	LMHA	5–6	LMHA	5–6	Ringette
7–8	Hub Game	7–8	LMHA	7–8	LMHA	7–8	LMHA	7–8	LMHA	6–7	LMHA	6–7	Ringette
8–9	Hub Game	8–9	LMHA	8–9	LMHA	8–9	LMHA	8–9	LMHA	7–8	LMHA	7–8	Ringette
9–10	LMHA	9–10	LMHA	9–10	LMHA	9–10	LMHA	9–10	Adult Rental	8–9	Public Skate	8–9	Ringette
10–11	LMHA	10–11	Adult Rental	10–11	LMHA	10–11	Adult Rental	10–11	Adult Rental	9–10	Public Skate	9–10	Ringette
11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	11–12	Adult Rental	10–11	Adult Rental	10–11	Adult Rental
										11–12	Adult Rental	11–12	Rental

* Rental ONLY until week of Nov. 18, then High School Hockey begins.

The regular season for all former City of Hamilton arenas is October 7, 2002 to March 29, 2003 unless otherwise specified in the September ice plans (please refer to September ice at those scheduled arenas).

Note: High School request:
Monday and Tuesday 3:30–6:00 p.m.
Wednesday and Thursday 4:00–5:00 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
MOUNTAIN ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8		6–7	MHMHA	6–7	MHMHA
8–9		8–9		8–9		8–9		8–9		7–8	MHMHA	7–8	MHMHA
9^{30}–10	Firefighters	9–10		9–10		9^{30}–10	Firefighters	9–10		8–9	MHMHA	8–9	MHMHA
10–11^{30}	Firefighters	10–11		10–11		10–11^{30}	Firefighters	10–11		9–10	MHMHA	9–10	MHMHA
11–12		11–12		11–12		11–12		11–12		10–11	MHMHA	10–11	MHMHA
12–1		12–1		12–1		12–1		12–1		11–12	MHMHA	11–12	MHMHA
1–2		1–2		1–2		1–2		1–2		12–1	MHMHA	12–1	MHMHA
2–3		2–3		2–3		2–3		2–3		1–2	MHMHA	1–2	MHMHA
3–4		3–4		3–4	Public Skate	3–4		3–4		2–3	MHMHA	2–3	MHMHA
4–5	Public Skate	4–5	Public Skate	4–5	Public Skate	4–5	Public Skate	4–5^{30}	Public Skate	3–4	MHMHA	3–4	MHMHA
5–6	Velenosi	5–6	Kilty B's practice	5–6	MHMHA	5–6	Kilty B's practice	5^{30}–6^{30}	MHMHA	4–5	MHMHA	4–5	MHMHA
6–7	MHMHA	6–7	Kilty B's practice	6–7	MHMHA	6–7	Hub Games	6^{30}–7^{30}	MHMHA	5–6	MHMHA	5–6	MHMHA
7–8	Kilty B's Game	7–8	MHMHA	7–8	MHMHA	7–8	Hub Games	7^{30}–8^{30}	MHMHA	6–7	MHMHA	6–7	MHMHA
8–9	Kilty B's Game	8–9	MHMHA	8–9	MHMHA	8–9	Hub Games	8^{30}–9^{30}	MHMHA	7–8	Kilty B's *	7–8	MHMHA
9–10	Kilty B's Game	9–10	MHMHA	9–10	MHMHA	9–10	MHMHA	9^{30}–10^{30}	MHMHA	8–9	Kilty B's *	8–9	MHMHA
10–11	MHMHA Hub pract.	10–11	MHMHA	10–11	MHMHA Hub pract.	10–11	Adult Rental	10^{30}–11^{30}	Adult Rental	9–10	Kilty B's *	9–10	Civic League
11–12	Adult Rental	11–12	Rental	11–12	Rental	11–12	Rental	11^{30}–12^{30}		10–11	Adult Rental	10–11	Civic League
										11–12	Rental	11–12	Civic League

* When the Kilty B's do not have a scheduled home game, these hours will be available for rental.

The regular season for all former City of Hamilton arenas is October 7, 2002 to March 29, 2003 unless otherwise specified in the September ice plans (please refer to September ice at those scheduled arenas).

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
CHEDOKE (BLUE) ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8		6–7	CHMHA	6–7	CHMHA
8–9		8–9				8–9		8–9		7–8	CHMHA	7–8	CHMHA
9–10		9–10		9–10		9–10		9–10		8–9	CHMHA	8–9	CHMHA
10–11	Preschool Skate	10–11		10–11		10–11		10–11		9–10	CHMHA	9–10	CHMHA
11^{30}–12	Adult Skate	11–12		11^{30}–12	Adult Skate	11–12		11^{30}–12	Adult Skate	10–11	CHMHA	10–11	CHMHA
12–1^{30}	Adult Skate	12–1		12–1^{30}	Adult Skate	12–1		12–1^{30}	Adult Skate	11–12	CHMHA	11–12	CHMHA
1^{30}–2^{30}	Preschool Skate	1–2		1^{30}–2		1–2		1^{30}–2		12–1	CHMHA	12–1	Reps
2^{30}–3^{30}		2–3		2–3		2–3		2–3		1–2	Reps	1–2	Reps
3^{30}–4	High School	3–4		3^{30}–4	High School	3–4		3–4		2–3	Reps	2–3	Reps
4–5	Rental*/High School	4–5	Rental*/High School	4–5	Rental*/High School	4–5	High School	4–5		3–4	Reps	3–4	Reps
5–6	Rental*/High School	5–6	Special Olympics	5–6	Rental*/High School	5–6	Reps	5–6	Reps	4–5	Reps	4–5	Reps
6–7	Reps	6–7	Reps	6–7	Reps	6–7	Reps	6–7	Reps	5–6	Reps	5–6	Reps
7–8	Reps	7–8	Reps	7–8	Reps	7–8	Ched Hub Practice	7–8	Reps	6–7	Reps	6–7	Reps
8–9	Reps	8–9	Reps	8–9	Reps	8–9	Ringette	8–9	Reps	7–8	Reps	7–8	Reps
9–10	CHMHA	9–10	Reps	9–10	Reps	9–10	Ringette	9–10	Reps	8–9	Reps	8–9	Reps
10–11	CHMHA	10–11	Reps	10–11	Reps	10–11	Ringette	10–11	Reps	9–10	Reps	9–10	CHMHA
11–12	Rental	11–12	Rental	11–12	Rental	11–12	Civic League	11–12	Civic League	10–11	Reps	10–11	CHMHA
										11–12	Rental	11–12	Rental

* Rental ONLY until week of Nov. 18 then High School Hockey begins.

The regular season for all former City of Hamilton arenas is October 7, 2002 to March 29, 2003 unless otherwise specified in the September ice plans (please refer to September ice at those scheduled arenas).

Note: High School request: Monday and Wednesday 3:30–6:00 p.m.
Tuesday and Thursday 4:00–5:00 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
CHEDOKE (GREEN) ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7^{30}–8^{30}		7^{30}–8^{30}	Maintenance	7^{30}–8^{30}		7^{30}–8^{30}		7^{30}–8^{30}		6^{30}–7^{30}	CHMHA	6^{30}–7^{30}	CHMHA
8^{30}–9^{30}		8^{30}–9^{30}	Maintenance	8^{30}–9^{30}		8^{30}–9^{30}		8^{30}–9^{30}		7^{30}–8^{30}	CHMHA	7^{30}–8^{30}	CHMHA
9^{30}–10^{30}		9^{30}–10^{30}	Maintenance	9^{30}–10^{30}	Adult Shinny	9^{30}–10^{30}		9^{30}–10^{30}	Adult Shinny	8^{30}–9^{30}	CHMHA	8^{30}–9^{30}	CHMHA
10^{30}–11^{30}		10^{30}–11^{30}	Maintenance	10^{30}–11^{30}	Adult Shinny	10^{30}–11^{30}		10^{30}–11^{30}	Adult Shinny	9^{30}–10^{30}	CHMHA	9^{30}–10^{30}	CHMHA
11^{30}–12^{30}		11^{30}–12^{30}	Maintenance	11^{30}–12^{30}		11^{30}–12^{30}		11^{30}–12^{30}	Adult Skate	10^{30}–11^{30}	CHMHA	10^{30}–11^{30}	CHMHA
12^{30}–1^{30}		12^{30}–1^{30}	Maintenance	12^{30}–1^{30}		12^{30}–1^{30}		12^{30}–1	Adult Skate	11^{30}–12^{30}	CHMHA	11^{30}–12^{30}	CHMHA
1^{30}–2^{30}		1^{30}–2^{30}	Maintenance	1^{30}–2^{30}	Adult Shinny	1^{30}–2^{30}	Adult Shinny	1^{30}–2^{30}	Adult Shinny	12^{30}–1^{30}	Sledge Hockey	12^{30}–1^{30}	CHMHA
2^{30}–3^{30}		2^{30}–3^{30}	Maintenance	2^{30}–3^{30}	Adult Shinny	2^{30}–3^{30}	Adult Shinny	2^{30}–3^{30}	Adult Shinny	1^{30}–2^{30}	Sledge Hockey	1^{30}–2^{30}	Public Skating
3^{30}–4^{30}		3^{30}–4^{30}	High School	3^{30}–4^{30}		3^{30}–4^{30}	High School	3^{30}–4^{30}		2^{30}–3^{30}	Sledge Hockey	2^{30}–3^{30}	Public Skating
4^{30}–5^{30}	WFSC	4^{30}–5^{30}	WFSC	4^{30}–5^{30}	WFSC	4^{30}–5^{30}	WFSC	4^{30}–5^{30}		3^{30}–4^{30}	CHMHA	3^{30}–4^{30}	CHMHA
5^{30}–6^{30}	WFSC	5^{30}–6^{30}	WFSC	5^{30}–6^{30}	WFSC	5^{30}–6^{30}	WFSC	5^{30}–6^{30}	CHMHA	4^{30}–5^{30}	CHMHA	4^{30}–5^{30}	CHMHA
6^{30}–7^{30}	Ched Hub Practice	6^{30}–7^{30}	Hub Game	6^{30}–7^{30}	Went. Figure Skating	6^{30}–7^{30}	Ringette	6^{30}–7^{30}	Ched Hub Practice	5^{30}–6^{30}	CHMHA	5^{30}–6^{30}	CHMHA
7^{30}–8^{30}	Sledge Hockey	7^{30}–8^{30}	Hub Game	7^{30}–8^{30}	Went. Figure Skating	7^{30}–8^{30}	Ringette	7^{30}–8^{30}	Reps	6^{30}–7^{30}	CHMHA	6^{30}–7^{30}	CHMHA
8^{30}–9^{30}	Sledge Hockey	8^{30}–9^{30}	Hub Game	8^{30}–9^{30}	Ched Hub Practice	8^{30}–9^{30}	Reps	8^{30}–9^{30}	Reps	7^{30}–8^{30}	Hub	7^{30}–8^{30}	CHMHA
9^{30}–10^{30}	Reps	9^{30}–10^{30}	Reps	9^{30}–10^{30}	Ched Hub Practice	9^{30}–10^{30}	Reps	9^{30}–10^{30}	Reps	8^{30}–9^{30}	Hub	8^{30}–9^{30}	CHMHA
10^{30}–11^{30}	Adult Rental	10^{30}–11^{30}	Adult Rental	10^{30}–11^{30}	Adult Rental	10^{30}–11^{30}	Adult Rental	10^{30}–11^{30}	Adult Rental	9^{30}–10^{30}	Hub	9^{30}–10^{30}	CHMHA
11^{30}–12^{30}		11^{30}–12^{30}		11^{30}–12^{30}		11^{30}–12^{30}		11^{30}–12^{30}	Adult Rental	10^{30}–11^{30}	Adult Rental	10^{30}–11^{30}	Adult Rental
										11^{30}–12^{30}		11^{30}–12^{30}	

The regular season for all former City of Hamilton arenas is October 7, 2002 to March 29, 2003 unless otherwise specified in the September ice plans (please refer to September ice at those scheduled arenas).

Note: High School request: Tuesday and Thursday 3:30–4:30 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
SCOTT PARK ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8		6–7	SPMH	6–7	SPMH
8–9		8–9		8–9		8–9		8–9		7–8	SPMH	7–8	SPMH
9–10		9–10		9–10		9–10		9–10		8–9	SPMH	8–9	SPMH
10–11	Preschool Skate	10–11		10–11		10–11		10–11		9–10	SPMH	9–10	SPMH
11–12		11–12		11–12		11–12		11–12		10–11	SPMH	10–11	SPMH
12–1		12–1		12–1		12–1		12–1		11–12	SPMH	11–12	SPMH
1–2		1–2		1–2		1–2		1–2		12–1	SPMH	12–1	SPMH
2–3		2–3		2–3		2–3		2–3		1–2	SPMH	1–2	SPMH
3^{30}–4	High School	3–4	High School	3^{30}–4	High School	3–4		3–4		2–3	Public Skate	2–3	SPMH
4–5	Rental*/High School	4–5	High School	4–5	Rental*/High School	4–5	Rental	4–5		$3–3^{45}$	Public Skate	3–4	SPMH
5–6	Rental*/High School	5–6	Adult Rental	5–6	Rental*/High School	5–6	SPMH	5–6	SPMH	4–5	SPMH	4–5	SPMH
6–7	SPMH	6–7	CANSKATE	6–7	Jr. Bulldogs	6–7	Scott Hub Practice	6–7	SPMH	5–6	SPMH	5–6	SPMH
7–8	SPMH	7–8	LMHA	7–8	Jr. Bulldogs	7–8	Scott Hub Practice	7–8	Hub Game	6–7	SPMH	6–7	SPMH
8–9	SPMH	8–9	LMHA	8–9	Scott Hub Practice	8–9	Scott Hub Practice	8–9	Hub Game	7–8	SPMH	7–8	SPMH
9–10	SPMH	9–10	LMHA	9–10	Scott Hub Practice	9–10	SPMH	9–10	Hub Game	8–9	SPMH	8–9	SPMH
10–11	Adult Rental	10–11	Adult Rental	10–11	Adult Rental	10–11	SPMH	10–11	Adult Rental	9–10	SPMH	9–10	SPMH
11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	10–11	Adult Rental	10–11	Adult Rental
										11–12	Rental	11–12	Rental

* Rental ONLY until week of Nov. 18 then High School Hockey begins.

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Note: High School request: Monday and Wednesday 3:30–6:00 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
INCH PARK ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8		6–7	MHMHA	6–7	LMHA
8–9		8–9		8–9	Maintenance	8–9		8–9		7–8	MHMHA	7–8	LMHA
9^{30}–10	Seniors Shinny	9–10		9–10	Maintenance	9^{30}–10	Adult Shinny	9^{30}–10	Seniors Shinny	8–9	MHMHA	8–9	LMHA
10–11^{30}	Seniors Shinny	10–11		10–11	Maintenance	10–11^{30}	Adult Shinny	10–11^{30}	Seniors Shinny	9–10	MHMHA	9–10	LMHA
11–12		11–12		11–12	Maintenance	11–12		11–12		10–11	MHMHA	10–11	HGHA
12–1	HWRP	12–1		12–1	Maintenance	12–1		12–1		11–12	MHMHA	11–12	HGHA
1–2	HWRP	1–2		1–2	Maintenance	1^{30}–2^{30}	Preschool Shinny	1–2		12–1	Mtn Hub practice	12–1	HGHA
2–3	HWRP	2–3		2–3	Maintenance	2^{30}–3^{30}		2–3		1–2	Mtn Hub practice	1–2	HGHA
3–4	HWRP	3^{30}–4	High School	3–4	High School	3^{30}–4	High School	3–4		2–3	Mtn Hub practice	2–3	HGHA
4–5	Rental*/High School	4–5	Rental*/High School	4–5	Rental*/High School	4–5	Rental*/High School	4–5		3–4	Public Skate	3–4	HGHA
5–6	Rental*/High School	5–6	Rental*/High School	5–6	Rental*/High School	5–6	Rental*/High School	5–6	LMHA	4–4^{45}	Public Skate	4–5	HGHA
6–7	HGHA	6–7	HGHA	6–7	LMHA	6–7	HGHA	6^{30}–7	I. P. Figure Skating	5–6	Ringette	5–6	LMHA
7–8	HGHA	7–8	HGHA	7–8	LMHA	7–8	HGHA	7–8	I. P. Figure Skating	6–7	Ringette	6–7	LMHA
8–9	HGHA	8–9	HGHA	8–9	LMHA	8–9	HGHA	8–9	I. P. Figure Skating	7–8	Ringette	7–8	LMHA
9–10	HGHA	9–10	HGHA	9–10	LMHA	9–10	HGHA	9–10	HGHA	8–9	Ringette	8–9	LMHA
10–11	HGHA	10–11	HGHA	10–11	Adult Rental	10–11	Adult Rental	10–11	Adult Rental	9–10	Ringette	9–10	LMHA
11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	11–12	Adult Rental	10–11	Ringette	10–11	Adult Rental
										11–12	Rental	11–12	Rental

* Rental ONLY until week of Nov. 18 then High School Hockey begins.

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Note: High School request: Monday to Thursday 3:30–6:00 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
PARKDALE ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8		6–7	PCA	6–7	PCA
8–9		8–9		8–9	Maintenance	8–9		8–9		7–8	PCA	7–8	PCA
9–10		9–10		9–10	Maintenance	9–10		9–10		8–9	PCA Hub Practice	8–9	PCA
10–11	Preschool Skate	10–11		10–11	Maintenance	10–11		10–11		9–10	PCA	9–10	PCA
11–12		11–12		11–12	Maintenance	11–12		11–12		10–11	PCA	10–11	PCA
12–1		12–1		12–1	Maintenance	12–1		12–1		11–12	PCA	11–12	PCA
1–2		1–2		1–2	Maintenance	1–2		1–2	Preschool Skate	12–1	PCA	12–1	PCA
2–3		2–3		2–3	Maintenance	2–3		2–3		1–2	PCA	1–2	PCA
3–4	High School	3–4	High School	3^{30}–4	High School	3^{30}–4	High School	3–4		2–3	PCA	2–3	Public Skate
4–5	Rental*/High School	4–5	Rental*/High School	4–5	Rental*/High School	4–5	Rental*/High School	4–5		3–4	PCA	3–3^{45}	Public Skate
5–6	HGHA	5–6	PCA	5–6	Rental*/High School	5–6	PCA	5–6	PCA	4–5	PCA	4–5	PCA Hub Practice
6–7	HGHA	6–7	PCA	6–7	PCA	6–7	PCA	6–7	Parkdale F.S.C.	5–6	PCA	5–6	PCA
7–8	PCA Hub	7–8	PCA	7–8	PCA	7–8	PCA	7–8	Parkdale F.S.C.	6–7	PCA	6–7	Hub Games
8–9	PCA	8–9	PCA	8–9	PCA	8–9	Jr. Bulldogs	8–9	Parkdale F.S.C.	7–8	PCA	7–8	Hub Games
9–10	PCA	9–10	PCA	9–10	PCA Hub Practice	9–10	Jr. Bulldogs	9–10	PCA Hub Practice	8–9	Public Skate	8–9	Hub Games
10–11	Adult Rental	10–11	Adult Rental	10–11	Adult Rental	10–11	Adult Rental	10–11	Adult Rental	9–9^{45}	Public Skate	9–10	PCA
11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	10–11	Adult Rental	10–11	Adult Rental
										11–12	Rental	11–12	Rental

* 4 p.m. to 6 p.m. rental ONLY until week of Nov. 18 then High School Hockey takes over.

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Note: High School request:
Monday 3:30–5:30 p.m.
Tuesday 4:00–5:00 p.m.
Wednesday 3:30–6:00 p.m.
Thursday 3:30–6:00 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
ROSEDALE ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8		6–7	RMHA	6–7	RMHA
8–9		8–9		8–9	Maintenance	8–9		8–9		7–8	RMHA	7–8	RMHA
9–10		9–10		9–10	Maintenance	9–10		9–10		8–9	RMHA	8–9	RMHA
10^{30}–11	Seniors Shinny	10–11	Preschool Skate	10–11	Maintenance	10–11		10–11		9–10	RMHA	9–10	RMHA
11–12	Seniors Shinny	11–12		11–12	Maintenance	11–12		11–12		10–11	RMHA	10–11	RMHA
12–1		12–1		12–1	Maintenance	12–1		12–1		11–12	RMHA	11–12	RMHA
1–2	Adult Shinny	1–2		1–2	Maintenance	1–2		1–2	Adult Skate	12–1	RMHA	12–1	RMHA
2–2^{45}	Adult Shinny	2–3		2–3	Maintenance	2–3	Preschool Skate	2–2^{45}	Adult Skate	1–2	RMHA	1–2	RMHA
3^{30}–4	High School	3^{30}–4	High School	3^{30}–4	High School	3^{30}–4	High School	3–4		2–3	RMHA	2–3	RMHA
4–5	Rental*/High School	4–5	Rental*/High School	4–5	Rental*/High School	4–5	Rental*/High School	4–5		3–4	RMHA	3–4	RMHA
5–6	Rental*/High School	5–6	Rental*/High School	5–6	Rental*/High School	5–6	Rental*/High School	5–6	Jr. Bulldogs	4–5	RMHA Hub Practice	4–5	RMHA
6–7	CANSKATE	6–7	RMHA	6–7	MHMHA	6–7	Hub	6–7	Jr. Bulldogs	5–6	RMHA Hub Practice	5–6	RMHA
7–8	CANSKATE	7–8	RMHA	7–8	MHMHA	7–8	Hub	7–8	Jr. Bulldogs	6–7	RMHA Hub Practice	6–7	RMHA
8–9	Jr. Bulldogs	8–9	RMHA	8–9	RMHA	8–9	Hub	8–9	Public Skate	7–8	RMHA Hub Practice	7–8	RMHA
9–10	Jr. Bulldogs	9–10	RMHA	9–10	RMHA	9–10	Reps	9–9^{45}	Public Skate	8–9	RMHA	8–9	RMHA
10–11	Adult Rental	10–11	Adult Rental	10–11	Adult Rental	10–11	Adult Rental	10–11	Adult Rental	9–10	RMHA	9–10	RMHA
11–12	Rental	11–12	Rental	11–12	Adult Rental	11–12	Rental	11–12	Rental	10–11	RMHA	10–11	Adult Rental
										11–12	Rental	11–12	Rental

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Note: High School request: Monday to Thursday 3:30–6:00 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
CORONATION ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8		6–7	CMHA	6–7	Chedoke Minor
8–9		8–9		8–9	Maintenance	8–9		8–9		7–8	CMHA	7–8	CMHA
9–10		9–10		9–10	Maintenance	9–10		9–10		8–9	CMHA	8–9	CMHA
10–11	Preschool Skate	10–11		10–11	Maintenance	10–11	Preschool Skate	10–11	Adult Skating	9–10	CMHA	9–10	CMHA
11–12		11–12		11–12	Maintenance	11–12		11–12		10–11	CMHA	10–11	CMHA
12–1		12–1		12–1	Maintenance	12–1		12–1		11–12	CMHA	11–12	CMHA
1–2		1–2	Adult Shinny	1–2	Maintenance	1–2	Adult Shinny	1–2	Preschool Skate	12–1	CMHA	12–1	CMHA
2–3		2–3	Adult Shinny	2–3	Maintenance	2–3	Adult Shinny	2–3		1–2	CMHA	1–2	CMHA
3^{30}–4	High School	3^{30}–4	High School	3^{30}–4	High School	3^{30}–4	High School	3–4		2–3	CMHA	2–3	Public Skate
4–5	Rental*/High School	4–5	Rental*/High School	4–5	High School	4–5	Rental*/High School	4–5		3–4	CMHA	3–3^{45}	Public Skate
5–6	Rental*/High School	5–6	Rental*/High School	5–6	Law. Hub Practice	5–6	Rental*/High School	5–6	CMHA	4–5	LMHA	4–5	LMHA
6–7	CMHA	6–7	Hub	6–7	Law. Hub Practice	6–7	Cor. Hub Practice	6–7	CMHA	5–6	LMHA	5–6	LMHA
7–8	CMHA	7–8	Hub	7–8	CANSKATE	7–8	Cor. Hub Practice	7–8	CMHA	6–7	LMHA	6–7	CMHA
8–9	CMHA	8–9	Hub	8–9	CMHA	8–9	Cor. Hub Practice	8–9	Law. Hub Practice	7–8	Hub	7–8	Hub
9–10	Cor. Hub Practice	9–10	CMHA	9–10	CMHA	9–10	CMHA	9–10	Law. Hub Practice	8–9	Hub	8–9	Hub
10–11	Adult Rental	10–11	Rental	10–11	Adult Rental	10–11	Adult Rental	10–11	Adult Rental	9–10	Hub	9–10	Hub
11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	10–11	Adult Rental	10–11	Adult Rental
										11–12	Rental	11–12	Rental

* 4 p.m. – 6 p.m. rental ONLY until week of Nov. 18 then High School Hockey begins.

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Note: High School request: Monday, Tuesday and Thursday 3:30–6:00 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
EASTWOOD ARENA

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8		7–8		7–8		7–8		6–7	EMHA	6–7	EMHA
8–9		8–9		8–9	Maintenance	8–9		8–9		7–8	EMHA	7–8	EMHA
9–10		9–10		9–10	Maintenance	9–10		9–10		8–9	EMHA	8–9	EMHA
10–11	Preschool Shinny	10–11		10–11	Maintenance	10–11	Preschool Shinny	10–11		9–10	EMHA	9–10	EMHA
11–12		11–12		11–12	Maintenance	11–12		11–12		10–11	EMHA	10–11	EMHA
12–1		12–1		12–1	Maintenance	12–1		12–1		11–12	EMHA	11–12	EMHA
1–2	Adult Shinny	1–2		1–2	Maintenance	1–2	Adult Shinny	1–2		12–1	HGHA	12–1	EMHA
2–3	Adult Shinny	2–3		2–3	Maintenance	2–3	Adult Shinny	2–3		1–2	HGHA	1–2	CHMHA
3^{30}–4	High School	3^{30}–4	High School	3^{30}–4	High School	3^{30}–4	High School	3–4		2–3	HGHA	2–3	Public Skate
4–5	High School	4–5	Rental*/High School	4–5	High School	4–5	High School	4–5		3–4	HGHA	3–3^{45}	Public Skate
5–6	CMHA	5–6	Rental*/High School	5–6	Rental*/High School	5–6	High School	5–6	CHMHA	4–5	HGHA	4–5	Reps
6–7	Hub Game	6–7	CHMHA	6–7	Hub Game	6–7	East Hub Practice	6–7	East Hub Practice	5–6	HGHA	5–6	Reps
7–8	Hub Game	7–8	CHMHA	7–8	Hub Game	7–8	East Hub Practice	7–8	East Hub Practice	6–7	HGHA	6–7	Reps
8–9	Hub Game	8–9	CHMHA	8–9	Hub Game	8–9	EMHA	8–9	Reps	7–8	HGHA	7–8	Mohawk College
9–10	Adult Rental	9–10	CHMHA	9–10	East Hub practice	9–10	EMHA	9–10	Adult Rental	8–9	HGHA	8–9	Mohawk College
10–11	Adult Rental	10–11	CHMHA	10–11	CHMHA	10–11	Adult Rental	10–11	Adult Rental	9–10	CHMHA	9–10	Mohawk College
11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	10–11	Rental	10–11	Mohawk College
										11–12	Rental	11–12	Rental

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Note: High School request: Monday 4–5 p.m.
Tuesday and Wednesday 3:30–6 p.m.

ICE PLAN
2002 – 2003 FALL/WINTER SEASON
MOUNTAIN SKATING CENTRE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
7–8		7–8^{30}	HSC	7–8^{30}	HSC	7–8		7–8		6–7		6–7	
8–9		8^{30}–9		8^{30}–9		8–9		8–9		7–8	HSC	7–8	HSC
9–10	Senior Skate	9–10		9–10	Senior Skate	9–10		9–10	Senior Skate	8–9	HSC	8–9	HSC
10–10^{45}	Senior Skate	10–11	Preschool Skate	10–10^{45}	Senior Skate	10–11	Preschool Skate	10–10^{45}	Senior Skate	9–10	HSC	9–10	HSC
11–12	Kiddie Shinny	11^{45}–12	Adult Skate	11–12	Preschool Skate	11^{45}–12	Adult Skate	11–12		10–11	HSC	10–11	HSC
12–1	Kiddie Shinny	12–1^{15}	Adult Skate	12–1		12–1^{15}	Adult Skate	12–1		11–12	HSC	11–12	Velenosi
1^{30}–2^{30}	Preschool Skate	1^{30}–2^{30}	Preschool Skate	1–2	Kiddie Shinny	1^{30}–2^{30}	Preschool Skate	1–2		12–1	HSC	12–1	Velenosi
2^{30}–3		2^{30}–3		2–3	Hillfield Strathallan	2^{30}–3		2–3		1–2	Open Skate	1–2	Velenosi
3–4		3–4		3–4	Hillfield Strathallan	3–4		3–4		2–3	Open Skate	2^{15}–3	Open Skate
4–5	HSC	4–5	HSC	4–5	HSC	4–5	HSC	4–5	HSC	3–4	Went. Figure Skating	3–4	Open Skate
5–6	HSC	5–6	HSC	5–6	HSC	5–6	HSC	5–6	HSC	4–5	Went. Figure Skating	4^{15}–5	Velenosi
6–7^{30}	Mtn. Skating Club	6–7	HSC	6–7	HSC	6–7	HSC	6–7	HSC	5–6	Went. Figure Skating	5–6	Velenosi
7^{30}–8	HSC	7–8	HSC	7–8	HSC	7–8	HSC	7–8^{30}	HSC	6–7	Went. Figure Skating	6–7^{15}	Velenosi
8–9	HSC	8–9	HSC	8–9^{30}	HSC	8–9^{30}	HSC	8^{30}–9	Open Skate	7–8	Went. Figure Skating	7^{30}–8	Open Skate
9–10	HSC	9–10	HSC	9^{30}–10	Adult Skate	9^{30}–10	Adult Lessons	9–10^{15}	Open Skate	8–9	Went. Figure Skating	8–9^{30}	Open Skate
10–11	Adult Lessons	10–11	Adult Lessons	10–11	Adult Skate	10–11	Adult Lessons	10^{30}–11	Rental	9–10	Open Skate	9^{30}–10	Adult Skate
11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	11–12	Rental	10–11	Open Skate	10–11	Adult Skate
										11–12	Rental	11–12	Rental

Appendix B

Ice Allocation Principles

Culture & Recreation Division

The Ice Allocation Committee unanimously supported that the core program be principally for youth following specific criteria which included:

Youth, (18 year's of age and under)

Residency, estimated 95% or greater should be Hamilton residents

Community based – ice for recreational programming should be allocated on the basis of local geography and that the philosophy of community based programming should be inherent within the Ice Allocation Policy.

That program is best served as a non-profit legal entity co-ordinated through an executive of volunteers and supported through a network of local volunteer's. I.e. coaches

That local sport's programs that are affiliated to provincial and national sport organizations be given priority over non-sanctioned sport organisations offering similar programs. I.e. Canskate

That adult programming, in particular leagues are given priority status after the core program requirements of youth programming needs are met. Adult leagues and rentals have been scheduled after 10pm on weeknights and following youth program on weekends. Generally the principle of youth program first applies but once these core requirements are met adult programs are scheduled accordingly.

Core programs should include:

Boy's & Girl's Minor Hockey, (All associated levels, AE, B, C, AA, AAA (OMHA, Alliance)
Figure Skating, (CFSA Clubs)
Ringette
Sledge Hockey
Special Olympics
Junior/Senior A Hockey
Board of Education – (restricted 4-6pm)
Public Skating (prime & non prime)

Adult leagues were to be accommodated after the ice time required for youth core program had been accommodated.

Non–Core program

Non-sanctioned Skating Programs
Adult Rentals

Private Rentals

Ice time and the distribution there of is the responsibility of the Culture & Recreation Division, Community Services but should continue as a consultation process involving community users and key volunteer members.

Core program for youth are to receive subsidized ice based on the above noted criteria and principles of affiliation. It was suggested that these principles form the basis of a formal Ice Allocation Policy. It is through public education and partnership of the Hamilton Sports Council and community sport organisations that an Affiliation Agreement be developed between community sport and the city of Hamilton.

Appendix C

CULTURE AND RECREATION DIVISION,
COMMUNITY SERVICES DEPARTMENT
CITY OF HAMILTON

AFFILIATION POLICY

HAMILTON MINOR SPORTS ORGANIZATIONS

PURPOSE OF POLICY:

The purpose of the policy is to provide principles and guidelines in determining the eligibility of non-profit volunteer Hamilton Minor Sports Organizations for priority use of City facilities at subsidized cost. The policy will also define the relationship between the City, Hamilton Sports Council, (H.S.C.) and the minor sports system.

GOALS OF THE POLICY:

1. To ensure that opportunities exist for children and youth to participate in organized and safe minor sports to the level of their interest and ability.
2. To ensure the ongoing success of the Hamilton Minor Sports System.
3. To ensure that appropriate level of transparency, support and accountability are built into the Hamilton Minor Sports System.

GUIDING PRINCIPLES:

1. Minor sport in Hamilton is best served when operated and coordinated by volunteers operating within self-contained not for profit open and accountable organizations.
2. Executives of Hamilton's minor sports organizations must ensure transparency and accountability to its memberships.
3. The City of Hamilton will partner with the H.S.C. to retain responsibility for the overall health of the Hamilton Minor Sports System based on clearly articulated goals, principles and values.
4. Subsidies may be made available to minor sports organizations that are prepared to meet the guidelines of the policy; non-compliance with guidelines negates subsidy and possibly, operation within City operated facilities.

CORE VALUES:

1. Participation in sport provides important opportunities for children and youth to develop a positive attitude towards physical health and an enhanced sense of the importance of fair play, sportsmanship and teamwork.

2. Children and youth should have the opportunity to play to the level (Recreational to Elite) of their capability and interest within an organized and safe minor sport system.

3. Participation in organized minor sport can and should be a positive experience for children and youth.

4. Sport volunteers must be prepared to develop an atmosphere conducive to producing a positive experience for the children and youth they serve and must be dedicated to demonstrating the behavior of positive role models.

5. Exposure to Fair Play principles and sportsmanship must be critical elements of the sports experience.

CRITERIA FOR AFFILIATION:

In order to be deemed an "affiliated Hamilton minor sports organization" the following criteria must be entrenched in organizational constitutions and by-laws and adhered to on an ongoing basis:

1. The organization will be Hamilton-based; the mandate of the organization is to serve Hamilton children and youth; 95% of estimated participants are to be City of Hamilton residents.

2. The organization supports the Goals, Principles and Core Values of the Affiliation Policy - Hamilton Minor Sports Organizations.

3. The organization acknowledges the facilitative role of the City of Hamilton and agrees to submit to the Director of Culture and Recreation on an annual basis the following:

   * Financial statements
   * Updated registration numbers (detailed lists must be made available if requested for auditing purposes. Reasons for audit will be given with request)
   * Minutes of annual meetings

- Current constitution and by-laws

And understands that the Director may make these documents available to interested parties upon receipt of a written request stating the reason for the enquiry. The Director shall advise the Organization of such request and prior to public disclosure consent will be sought from the organization.

4. a) The organization must practise the principles of, and be organized in a democratic structure and has included this practise within its constitution. A clear set of rules detailing and defining voting rights and membership must be maintained. Such rules and voting rights, and the ability to run for office must clearly provide access, and opportunity for timely succession based upon the voting rights of its members. Such structure must be in a form satisfactory to the City, be open to annual review and revision.

   b) It is recognized that elite level sports require extensive education, knowledge and experience; therefore, at this level the priorities must maintain stability, program quality, accountability and a process for succession that balances those unique organizational needs with the principles articulated in 4(a) and embodied in the constitution.

5. The organization will take all necessary measures to ensure that its members are kept informed of the business affairs of the organization and will make available to its members; a) financial profiles* b) financial statements** c) Constitution & By-laws d) Minutes of AGM Meetings.

Definition

Financial Profiles

Presented annually to all members to detail income and expense of the yearly-operating program.

Any member of any organization may request to review Annual Financial Statement of its organization. The member will advise the Executive in writing of such a request.

6. The organization will ensure all players are registered for insurance purposes, to a minimum level established by the governing body of the sport, and subject to the approval of the City of Hamilton.

7. All associated groups agree to the Police screening of volunteers.

8. All associated groups agree to the use of Certified Referees/Coaches as determined reasonable by their governing body and approved by the City.

9. Failing to adhere to 6, 7 and 8 may result in the associated group being denied access to subsidized City Facilities.

10. The organization agrees to non-binding mediation by the City of Hamilton to prevent unnecessary legal action between members.

11. The City of Hamilton shall:

    - Recognize the autonomy of each democratic organization or group and support in principle its democratic decision making processes.

    - Retains the right at all times to alter facility schedules, but agrees to advise all groups of any changes. In addition no financial or substitute time shall be guaranteed; nonetheless, the City will make every possible effort to advise of changes, make available compensating time or contract other facilities to minimize any such negative impact.

12. The City of Hamilton shall, in conjunction with the organization/s, annually review the needs of the organization/s, in regards to expansion, quality, modifications, etc. of facilities.

13. The Hamilton Sports Council will partner with sport development staff, Culture & Division to facilitate both resources and educational opportunities to advance amateur sport.

BENEFITS OF AFFILIATION:

1. Affiliated minor sports organizations will have priority access to use of Hamilton sports facilities. Non-affiliated organizations will be given access to facilities only after requirements of all affiliated organizations have been accommodated, or, as determined by the City in adhering to principles of equity or access.

2. Affiliated minor sports organizations will be charged the subsidized rates for use of City facilities. Non-affiliated organizations will pay the rate as approved by the City of Hamilton.

3. Officials and volunteers of affiliated minor sports organizations will have priority access to City-hosted sports development seminars and will be recognized at the City's annual sport volunteer recognition banquet, or as determined by the City of Hamilton.

4. City staff will provide mediation and facilitation services to affiliated minor sports organizations.

AFFILIATION PROCESS:

1. An affiliation package will be delivered to minor sports organizations.
2. Duly authorized officials of the organization will complete the documentation, including a resolution of its membership supporting affiliation, and the terms and conditions of affiliation.
3. City officials will review application and forward recommendations for approval to the General Manager, Community Services Division for review and approval of affiliation.
4. Duly authorized City and organization representatives will sign an affiliation agreement.

The terms and conditions of the affiliation agreement will be subject to annual review.

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

17.2

FINANCE & CORPORATE SERVICES
Office of the City Clerk

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Councillor David Mitchell, Vice-Chairman, Ice Rates & Allocation Sub-Committee
Date:	August 1, 2002	**Prepared by:**	Irene Sturgeon ext. 5987

SUBJECT: Weekday Non Subsidized Ice Rental Rates (City Wide)

RECOMMENDATION:

(a) That an Ice Rental rate of $125.00 per hour, plus G.S.T for non-subsidised ice users during Non Prime ice hours, be approved.

(b) That "Non Prime" ice use hours be confirmed as Weekdays, 08:00hrs to 15:00hrs, during regular ice use season (Oct. 1st until April 1st)

Irene Sturgeon, for
Councillor David Mitchell, Vice-Chairman
Ice Rates & Allocation Sub-Committee

EXECUTIVE SUMMARY:

The above recommendations are based on the attached Community Services report entitled *"Weekday Non Subsidized Ice Rental Rates"*. This report addresses the departments concern that the use of non-prime time ice will significantly decrease unless the City offers discounted rates during this time period. The Ice Rates & Allocation Sub-Committee met on July 30th, 2002 and approved this report. The sub-committee is now forwarding these recommendations on to Committee of the Whole for their consideration.

BACKGROUND:

On May 29, 2001, Council approved the formation of an Ice Rates & Allocation Sub-Committee in order to consider ice rates and allocation of ice for the 2002 ice season. Since its formation, the sub-committee has met on many occasions with arena user group representatives in order to receive their input on these issues.

During these sessions, the group focused on two main objectives, which was to establish an hourly rate for prime time ice and to establish ice allocation principles that will be implemented city-wide. Both these objectives have now been completed. However, during these sessions, the sub-committee did not address the issue of an hourly rate for non-prime time ice and are now bringing forward a recommendation to address this matter.

ANALYSIS OF ALTERNATIVES:

This issue has been addressed in the attached staff report.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

This issue has been addressed in the attached staff report.

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

N/A

CITY STRATEGIC COMMITMENT:

This issue has been addressed in the attached staff report.

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

COMMUNITY SERVICES DEPARTMENT
Culture & Recreation

Report to:	Mayor and Members Committee of the Whole	**Submitted by**:	Councillor David Mitchell, Vice-Chairman, Ice Rates & Allocation Sub-Committee
Date:	July 16, 2002	**Prepared by:**	Bob Morley Sport Coordinator Culture & Recreation Dept. ext. 4645

SUBJECT: Weekday Non Subsidized Ice Rental Rates (City Wide)

RECOMMENDATION:

(a) That an Ice Rental rate of $125.00 per hour, plus G.S.T for non-subsidised ice users during Non Prime ice hours, be approved.

(b) That "Non Prime" ice use hours be confirmed as Weekdays, 08:00hrs to 15:00hrs, during regular ice use season (Oct. 1st until April 1st)

Irene Sturgeon, for
Councillor David Mitchell, Vice-Chairman
Ice Rates & Allocation Sub-Committee

EXECUTIVE SUMMARY:

The City of Hamilton Ice Allocation Sub-Committee, under the authority and direction of Council, set two standard rates for the rental of City of Hamilton ice facilities. Those rates reflected the use of the ice by subsidized ($80.00 plus GST) and non-subsidized ($160.00 plus GST) users during what are considered prime time hours.

BACKGROUND:

During the daytime hours on weekdays, the majority of the ice facilities in the City of Hamilton are not used to capacity. To make those non-prime hours more attractive to groups, the past practice was to apply a discounted rate.

ANALYSIS OF ALTERNATIVES:

If the City of Hamilton decides not to offer discounted non-prime ice, then there could be a significant decrease in the number of user groups who rent our facilities. In addition, this type of program alternative will no longer be available for groups who are not able to obtain prime time ice.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Increased revenue from ice that would not normally be utilized at the higher rate. Staff are already on site in most buildings so there would be minimal effect, if any, on staffing levels

POLICIES AFFECTING PROPOSAL:

None

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Not required

CITY STRATEGIC COMMITMENT:

Discounted ice rates for daytime users will continue the commitment of affordable community use of facilities without impacting the core programming provided during prime hours.

SECTION 18

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

18.1

FINANCE AND CORPORATE SERVICES
City Clerk's Office

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Councillor Anne Bain, Chairman, Corporate Secretariat Volunteer Co-ordinating Committee
Date:	July 24, 2002	**Prepared by:**	Carolyn Biggs 546-2604

SUBJECT: Corporate Secretariat Volunteer Co-ordinating Committee Report 02-001 (City Wide Implications) (City Wide)

RECOMMENDATION:

a) Terms of Reference for the Citizen Committees within the umbrella of the Corporate Secretariat Volunteer Co-ordinating Committee

That the Terms of Reference for the following Citizen Committees within the umbrella of the Corporate Secretariat Volunteer Co-ordinating Committee, (attached hereto as Appendix A to H), be approved:

i) Advisory Committee for Persons with Disabilities
ii) Committee Against Discrimination
iii) Gay, Lesbian, Bisexual and Transgendered Issues Committee (GLBT)
iv) Advisory Committee on Immigrants and Refugees
v) Mundialization Committee
vi) Committee Against Racism
vii) Seniors Advisory Committee
viii) Status of Women Committee.

b) Hamilton Aboriginal Advisory Council

i) That the Hamilton Aboriginal Advisory Council be added to the Corporate Secretariat Volunteer Co-ordinating Committee;

ii) That the Hamilton Aboriginal Advisory Council be recognized as the official Committee to represent the aboriginal community.

Anne Bain

Councillor Anne Bain, Chairman
Corporate Secretariat Volunteer
Co-ordinating Committee

EXECUTIVE SUMMARY:

Not applicable.

BACKGROUND:

The Corporate Secretariat Volunteer Co-ordinating Committee (CSVCC) was established by resolution of Council and is inclusive of the following citizen committees:

- Advisory Committee for Persons with Disabilities
- Committee Against Discrimination
- Gay, Lesbian, Bisexual and Transgendered Issues Committee
- Advisory Committee on Immigrants and Refugees
- Mundialization Committee
- Committee Against Racism
- Seniors Advisory Committee
- Status of Women Committee.

This report also includes a recommendation requesting approval for the Hamilton Aboriginal Advisory Council to be included within the umbrella of the CSVCC.

The CSVCC is composed of six members of Council and the Chairs, or their designates, of each of the Citizen Committees. This Committee met on June 25, 2002 to review the Terms of Reference for all of the Volunteer Co-ordinating Committees, in addition to reviewing and approving the Terms of Reference for each of the Citizen Committees (attached hereto as Appendices A to H). Minutes of the CSVCC meeting of June 25, 2002 are retained in the Office of the City Clerk, and can be made available upon request.

ANALYSIS OF ALTERNATIVES:

Not applicable.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Not applicable.

POLICIES AFFECTING PROPOSAL:

Not applicable.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Not applicable.

CITY STRATEGIC COMMITMENT:

Not applicable.

Appendix A

ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES TERMS OF REFERENCE

Mission Statement:

The Advisory Committee for Persons with Disabilities is committed to raising community awareness of disabilities and identifying issues that will lead to the elimination of barriers for persons with disabilities.

Mandate:

The Advisory Committee for Persons with Disabilities recommends policies, procedures and guidelines that address the needs and concerns of persons with disabilities.

Terms of Reference:

1. To advise Council annually about the preparation, implementation, and effectiveness of its accessibility plan required pursuant to *the Ontarians with Disabilities Act*.

2. To ensure that the right of access for persons with disabilities to programs and services in City facilities is sustained, maintained, and/or improved.

3. To provide a forum where consumers and service providers can express their concerns, share information and recommend improvements to the existing level of service for persons with disabilities.

4. To liaise with community agencies (mainstream and specialized) and the wider community to encourage a more co-ordinated and responsive community service network.

5. To review and comment to Council and other levels of government on pertinent reports, proposed legislation and studies which affect all persons with disabilities, where appropriate.

6. To educate and increase awareness within the community on issues which affect people with disabilities.

7. To encourage and promote interrelationships amongst City departments to ensure a co-ordinated effort to eliminate barriers.

8. When necessary, to address and study specific issues as they relate to:

    a) Barrier Free Accessibility
    b) Transportation Services
    c) Social and Employment Services
    d) Housing and other Accommodations
    e) Recreation and Leisure Activities
    f) Medical and Rehabilitative Services
    g) Community Support Services
    h) Education

    and to set up working groups and task forces, as required.

9. To regularly review the progress and measure the success of the committee and its activities.

23-April-2002

Appendix B

COMMITTEE AGAINST DISCRIMINATION
TERMS OF REFERENCE

Mission Statement

Advise and advocate to City Council on issues of discrimination under the Human Rights Code and other legislation including but not limited to the prohibited grounds of discrimination; to work both in response to community requests and proactively to reduce discrimination in Hamilton.

Terms of Reference

1) To educate community members on The Human Rights Code and other pertinent legislation relevant to discrimination.

2) To mediate between individuals and /or groups with respect to complaints and to provide a referral service within the community for complainants.

3) To advocate and develop resource lists available to the community of information about discrimination, and its impacts.

4) To support and liaise with community groups, agencies and the City of Hamilton about issues of discrimination and its impacts.

5) To promote tolerance of differences in our community through education.

6) To provide a forum where community members express concerns, share information, and make recommendations.

7) To increase awareness of the Committee members, the City, Council and administration, and the community about issues affecting discrimination and its impacts.

8) To advise and advocate to City Council on issues of discrimination.

9) To coordinate information sharing about discrimination through outreach and marketing.

10) To evaluate the work of the committee.

GAY, LESBIAN, BISEXUAL AND TRANSGENDER ISSUES COMMITTEE

Mandate:
Makes recommendations about policies, procedures and guidelines which address the needs and concerns of gay, lesbian, bisexual and transgender people.

Terms of Reference:

1. To liaise with community agencies and committees to encourage a more coordinated and responsive network of community services dealing with GLBT issues.

2. To provide a forum where members of the GLBT community can express concerns, share information and recommend improvements to service levels for GLBT people.

3. To review and comment on pertinent reports, proposed legislation and studies which affect the GLBT community.

4. To educate and increase awareness of the Committee members, City government and the broader community about issues affecting the GLBT community.

5. To develop interrelationships amongst City departments and other levels of government and government agencies, to ensure coordinated information sharing and increased acceptance of the GLBT community.

6. To organize working groups and task groups to address and study specific issues as they arise and to prioritize committee activities to respond to those issues.

7. To evaluate the work of the committee and any working or task groups on a regular basis.

8. To act as an access/entry point for individuals seeking information about the GLBT community. To that end, to develop an accurate, updated list of resources and gay positive spaces.

9. To develop a greater connection to GLBT youth

(Date: May, 2002)

Appendix D

IMMIGRANT AND REFUGEES ISSUES COMMITTEE

Mandate:
Makes recommendations about policies, procedures and guidelines which address the needs and concerns of immigrants and refugees.

Terms of Reference:

1. To ensure coordination and information sharing about immigrant and refugee issues throughout the City government.

2. To complement, and collaborate with the work of the City of Hamilton's Committee Against Racism wherever possible.

3. To liaise with community agencies and committees to encourage a more coordinated and responsive community services network of services dealing with multicultural issues.

4. To ensure the right of access for immigrants and refugees to City of Hamilton programmes, services and facilities.

5. To provide a forum where immigrants, refugees, service providers and the broader community can express concerns, share information and recommend improvements to service levels for immigrants and refugees.

6. To review and comment on pertinent reports, proposed legislation and studies which affect immigrants and refugees.

7. To educate and increase awareness of the Committee members, City government and the broader community about issues affecting immigrants and refugees. We will ensure that the differences between the issues of immigrants and refugees and the differences within the groups, are identified.

8. To develop interrelationships amongst City departments and other levels of government and government agencies, to ensure a coordinated effort to eliminate barriers for immigrants and refugees.

9. To organize working groups and task groups to address and study specific issues and to prioritize committee activities to respond to those issues.

10. To evaluate the work of the committee and any working or task groups on a regular basis.

(Date: May, 2002)

The Hamilton Mundialization Committee
Terms of Reference

The Hamilton Mundialization Committee is a council mandated advisory committee of the City of Hamilton. The Committee serves to facilitate and support peace initiatives and the twinning relationships between Hamilton and its nine twin-cities around the world. Its purpose is to assist City Council in implementing its Mundialization resolution.

On May 8 1968, the City of Hamilton, by proclamation and witnessed by the Canadian Ambassador to the United Nations George Ignatieff, was declared a World City i.e. Mundialized.

The Mayor, the late Victor Copps, called upon the citizens of Hamilton to "pledge their efforts to the establishment of peace and to use all possible resources for the betterment of Mankind".

Mundialization is one of the oldest of municipal peace activities. The word is derived from the Latin word "mundus" meaning "world". It is an act whereby City Council declares its city to be a "world city", interdependent with other communities worldwide. It involves the linking or twinning of cities around the world, in the belief that future peace and progress are dependent on co-operation, goodwill and understanding.

Linkages take place not only at the municipal government level but also at the citizen level. Mundialization fosters people-to–people linkages and friendships, to further peace, justice and understanding.

a) to promote Hamilton as "A World (Mundialized) City" dedicated to global awareness, international co-operation and world law.

b) to further the work of the United Nations through publicity and education and to have the United Nations flag flown with the Canadian flag from the City Hall at all times.

c) to undertake twinning programs in international co-operation with like-minded municipalities in this and other countries; to foster an understanding of the increasing interdependence of the municipalities, peoples and countries of the world.

d) to involve Hamilton citizens of different cultures, especially those from the countries of our sister communities, to share in our multicultural programs.

e) To include representatives from City Council in program implementation.

City of Hamilton's Twin Cities

Shawinigan, Quebec, Canada - 1958
Mangalore* India - 1968
Fukuyama* Japan - 1975
Racalmuto, Sicily Italy - 1987
Ma'anshan China - 1987
Flint, Michigan, U.S.A. - 1987
Sarasota, Florida, U.S.A. - 1991
Valle Peligna, Abruzzo - 1993
Monteray, Mexico - 1993

*denotes a Mundialized Twinning

Twinning and Peace Activities

Exchanges: citizen, cultural, college, university, student/youth, seniors, musical, trade/business, hospital, and industry

Twinnings: cities and towns, schools, hospitals, universities, colleges and industries.

Educational: homestay, letter writing, book and art exchanges, newsletters, photographs and movies.

Award presentation: World Citizenship Award

Other: c onferences, guest speakers, potluck dinners, Interfaith presentations, international food festivals, United Nations celebrations, peace gardens, forums/discussions, athletic games, international fireworks, student scholarships, peace/justice activities etc.

COMMITTEE AGAINST RACISM

1) Advise and consult on relevant issues in the community of Hamilton relating to anti-racism and its consequences.

2) To work actively with the Hamilton Police Services, the Hamilton-Wentworth District and Catholic District School Boards, Mohawk College, McMaster University, and other relevant organizations and institutions to foster a spirit of mutual understanding of issues pertaining to racism and its consequences.

3) Encourage every person, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship and/or creed, to participate in programs for the improvement of community relations and the fulfilment of Human Rights.

4) Initiate and facilitate discussions between individuals and/or groups to lessen tensions and promote understanding in the community.

5) Receive, review, facilitate and offer assistance to complainants as required on matters of tension, prejudice, racism and practices of discrimination.

6) Make recommendations to the City on issues relating to Employment Equity as well as issues promoting Anti-Racism.

Values Statement

As members of the Committee, we will be vigilant about the need for equal treatment for all without discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, marital status, family status, economic status or ability.

Appendix G
As amended

SENIORS ADVISORY COMMITTEE
TERMS OF REFERENCE – 2002

MISSION STATEMENT

The Seniors Advisory Committee shall be a credible communication vehicle which will reflect and translate the ongoing needs that affect the quality of life for all older persons. It will provide a forum for consumers and deliverers of services and facilities to identify issues, explore possible remedies, and work to implement them.

VALUES

The Committee believes that all older persons should have multiple opportunities for healthy aging, and a full range of supports to assist them.

MANDATE

The Committee is empowered by City Council and is responsible to City Council for its activities; it reports to City Council through the Corporate Secretariat Volunteer Coordinating Committee.

OPERATING GUIDELINES

1. To liaise with City Council representatives associated with the committee and where appropriate advise City Council members.

2. To liaise and where appropriate advise Municipal Staff in all Departments who are responsible for the direct delivery of services and programs to older persons.

3. To respond to concerns affecting services and facilities for older persons delivered by and funded by **all levels of government**.

4. To maximize full use of existing facilities, resources and skills in the community.

5. To fully explore, and where appropriate act and respond to all venues of information and resources available in the Community and through all levels of government related to all seniors services and issues.

6. To promote and disseminate all decisions relating to access, the provision of services, programmes and facilities for older persons in the City of Hamilton.

7. To liaise with other organized groups when there are matters of mutual concerns.

8. To promote and advocate, wherever appropriate, for the concept of healthy aging by encouraging improved and responsive programmes and services in a timely fashion.

9. To inform and increase the understanding among **citizens of all ages** of the issues and challenges that relate to the aging process.

10. To promote research and workshops and prepare special reports on issues appropriate to older persons.

11. To act as an advisory committee to the governance board to Wentworth and Macassa Lodges.

COMMITTEE MEMBERSHIP

Membership of the committee shall be comprised of electorates within the City of Hamilton with voting privileges. In total there shall be a minimum of 15 and a maximum of 19 committee members including the Chair of the Committee.

MEMBER NOMINATION COMMITTEE

The nomination committee will consist of one elected representative and two members of the Seniors Advisory Committee.

TERM OF OFFICE

In the event that there are sufficient members, at least one-third of the members shall be new members for the three-year term.

Appendix H

HAMILTON STATUS OF WOMEN COMMITTEE

Mandate:
That the Hamilton Status of Women Committee appointed by City Council act as an advisory committee of Council on matters pertaining to women and to provide input with respect to matters of municipal concern.

Goals:

a) Define, investigate, study and make recommendations on issues of concern affecting women of the City of Hamilton and other matters of social or municipal concern including matters referred to this Committee by City Council, staff and City of Hamilton Committees.

b) Inform citizens of the City of Hamilton on issues affecting women.

c) Actively encourage women to participate in all aspects of society and support them in their life choices.

d) Advise citizens of the City of Hamilton of decisions made by City Council which may impact on women including matters of social concern and those referred to City Council by this Committee.

(NOTE: Terms of Reference and Mandate to be reviewed by newly-appointed Committee.)

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

18.2

COMMUNITY SERVICES
City Clerk's Office

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Councillor Russ Powers Chairman, Community Services Volunteer Co-ordinating Committee
Date:	July 30, 2002	**Prepared by:**	Irene Sturgeon x5987

SUBJECT: **Community Services Volunteer Co-ordinating Committee Report 02-001 (City Wide Implications) (City Wide)**

RECOMMENDATION:

a) Terms of Reference for the Citizen Committees within the umbrella of the Community Services Volunteer Co-ordinating Committee

That the Terms of Reference for the following Citizen Committees within the umbrella of the Community Services Volunteer Co-ordinating Committee, (attached hereto as Appendix A and B), be approved:

i) Hamilton Arts Advisory Commission
ii) Hamilton Historical Board

Irene Sturgeon, for
Councillor Russ Powers, Chairman
Community Services Volunteer
Co-ordinating Committee

EXECUTIVE SUMMARY:

Not applicable.

BACKGROUND:

The Community Services Volunteer Co-ordinating Committee (CSVCC) was established by resolution of Council and is inclusive of the following citizen committees:

- Hamilton Arts Advisory Commission
- Hamilton Historical Board
- Hamilton Veteran's Committee
- Youth Activity Council
- Hamilton Farmers Market

The CSVCC is composed of six members of Council and the Chairs, or their designates, of each of the Citizen Committees. This Committee met on June 25, 2002 to review the Terms of Reference for all of the Volunteer Co-ordinating Committees, in addition to reviewing and approving the Terms of Reference for the Citizen Committees. Minutes of the CSVCC meeting of June 25, 2002 are retained in the Office of the City Clerk, and can be made available upon request.

ANALYSIS OF ALTERNATIVES:

Not applicable.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Not applicable.

POLICIES AFFECTING PROPOSAL:

Not applicable.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Not applicable.

CITY STRATEGIC COMMITMENT:

Not applicable.

HAMILTON ARTS ADVISORY COMMISSION

Mission Statement

The Hamilton Arts Advisory Commission works to ensure that the City invests in the Arts for the benefit of the communities of Hamilton.

Desired Outcomes/Goals:

A. Well monitored distribution of public funds for the arts.

B. Public awareness of, involvement in, and access to the arts and arts opportunities.

C. An environment that promotes interaction, dialogue, discussion, and lasting relationships between the City, artists, and the public.

D. A liasion between the community and Council on arts related issues.

ARTS ADVISORY COMMISSION

GUIDELINES FOR MEMBERS (DRAFT)

1. MEMBERSHIP

1.0 The commission will be made up of 13 members. As far as possible, members will represent a balance between artists and the rest of the community. Members will be drawn from a variety of artistic disciplines and arts organizations, and from community members who represent the diversity of the citizens of Hamilton.

1.1 Members are appointed by Hamilton City Council.

2. TERM OF MEMBERSHIP

2.0 Commission members shall be expected to serve a term of three years and may seek a maximum of two consecutive terms. To allow for both continuity of experience and fresh perspectives, staggering of membership will be accomplished by the following means: a maximum of 7 members of the first Commission formed after amalgamation will seek a second term.

2.1 A term will extend from January 1 of the first year to December 31 of the third year.

2.2 At the end of the second consecutive term, a member may reapply only after an absence of at least one year.

2.3 Notice requesting applications for membership will be posted in the Spectator in October, for appointment by the Hamilton City Council in November/December.

2.4 In the event that a vacancy occurs before a term has ended, the Hamilton City Council may appoint a replacement on the recommendation of the Commission.

3. ROLES AND RESPONSIBILITIES

3.0 Members are appointed to further the mission and mandate of the Arts Advisory Commission as set out and endorsed by Hamilton City Council.

3.1 Members are expected to share their knowledge of and skills in the arts and in their sector with the rest of the Commission, with City Council, with the wider community and with staff, in pursuit of the mission and mandate of the Commission.

3.2 Members are expected to attend all regularly scheduled meetings and when unable to do so, to send regrets to the Chair through the Culture and Recreation Division.

3.3 A member who misses three consecutive meetings or misses a majority of meetings over the course of a year, may be asked to resign.

3.4 The Arts Advisory Commission may from time to time, work with other civic Committees and external bodies concerned with the arts in the service of the mission and mandate of the Commission. The nature and form of any such collaboration will be undertaken with the approval of the whole Commission.

3.5 At its first meeting of a new term, the Commission will elect a Chair, Vice Chair and Arts Award Co-ordinating Committee Chair.

3.6 The Chair will chair all meetings, work with staff to prepare agendas, monitor the work of committees, and work with staff between meetings to carry out the business of the Commission.

3.7 The Vice Chair will assume the responsibilities of the Chair in the Chair's absence. In the absence of both Chair & Vice Chair a quorum of Commission members shall appoint an Acting Chair.

3.8 The Chair, or in the absence of the Chair, the Vice-Chair shall act as the spokesperson for the Arts Advisory Commission. On the recommendation of the Chair, or Vice Chair, the Commission may delegate this responsibility to another Commission member as it sees fit.

3.9 The Chair shall represent the Arts Advisory Commission on the Volunteer Coordinating Committee of Hamilton City Council, and be available for additional duties as reasonably requested.

4. EXECUTIVE

4.0 The Executive shall consist of the Chair, Vice Chair and the Arts Award Co-ordinating Committee Chair.

4.1 At the first meeting of the new term, and annually thereafter, the Commission will elect 3 members to act respectively as Chair, Vice Chair and Arts Award Co-ordinating Committee Chair.

4.2 The term of office for an Executive position will be one year renewable to a maximum of 3 years or one full term.

4.3 The Chairperson will consult with staff prior to each regular meeting to establish the agenda, and prepare for the Commission's business.

4.4 The Chair will act as official spokesperson for the Commission and have signing authority on behalf of the Commission.

4.5 In the absence of the Chair, the Vice Chair will assume his/her duties.

4.6 In the event of a vacancy on the Executive, the Commission will hold an election at the time of the vacancy.

5. COMMITTEES

5.0 There will be one standing Committee: the Arts Award Coordinating Committee.

5.1 The Chair of the Arts Award Coordinating Committee will be elected by the Commission as a whole.

5.2 Ad hoc committees may be struck by the Commission as needed.

6. CONFLICT OF INTEREST AND CONFIDENTIALITY

6.0 In cases where the Commission agenda or Commission discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and to refrain from voting on the matter.

General definition: Conflict of Interest occurs when a Commission member participates in discussion or decision-making about a matter which may in particular benefit that member or a member of his / her family, or someone with whom the Commission member has a close personal relationship, or that member's affiliated organization, directly or indirectly regardless of the size of the benefit.

6.1 All Commission members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Arts Advisory Commission.

6.2 The Arts Advisory Commission may move *in camera* by a simple majority vote to discuss the Arts Awards, competitions, donations of art pieces, personnel issues and any other issues where the majority feels confidentiality is key to carrying out the role of the Commission. *In camera* discussions shall include Commission members and whoever the Commission deems necessary to the *in camera* discussion.

7. GUIDELINES FOR CONDUCT

Commission members shall:

7.0 Conduct themselves in such a manner whereby the reputation and standing of the Arts Advisory Commission is upheld and enhanced.

7.1 Members shall not speak officially on behalf of the Commission or represent the views of the Commission unless authorized as the official spokesperson.

7.2 The foregoing notwithstanding, Commission members should not be hindered in the exercise of their duties as members to act as a liaison with the community in arts related matters; therefore, after a public position has been articulated and made official, members are encouraged to represent that position informally and positively as appropriate in the community and among Commission stakeholders.

7.3 Members are to follow established procedures in bringing forward any items for consideration by the Commission; and to refrain from making or implying any commitments on behalf of the Commission without the Commission's prior approval.

8. DECISION MAKING

8.0 Whenever possible, decision-making will be by consensus.

8.1 When a vote is necessary to arrive at a decision, a simple majority will carry the question. In the case of a tie, the Chair shall cast the deciding vote.

8.2 Between regular meetings if a decision is required the Chair will poll the commission and if required make an informed decision on the results of the poll.

9. GUIDELINES FOR MEETINGS

9.0 Meetings of the Commission will be held regularly on a monthly basis on a day and time to be decided by the Commission. Special meetings may be called at the discretion of the Chair.

9.1 A quorum shall consist of a simple majority of the total members.

9.2 If within 20 minutes of the time called for the meeting there is no quorum; the meeting will stand adjourned.

9.3 New items for discussion if possible should be brought to the attention of the Chair and staff, prior to a meeting, so as to begin any required research and provide accurate information for the meeting.

9.4 Only members present at the meeting will vote.

9.5 The Rules of Order of the Commission will, as far as practicable, follow those of City Council as described in the City of Hamilton, Volunteer Committees Procedural Handbook (prepared by the City of Hamilton's Clerk's Division – Legislative Section).

9.6 Regularly scheduled Meetings of the Commission are open to the public to observe.

10. EDUCATION AND TRAINING

10.0 Members are expected to participate in orientation and training sessions offered by the City of Hamilton for volunteer committee members, shall receive a City of Hamilton Volunteer Committees Procedural Handbook, a recent copy of the Municipal Handbook, and a copy of "Policy for the Arts".

10.2 Subject to Commission's approval a member may represent the Commission at an arts workshop or conference. As a delegate, the member would be expected, at the conclusion of the event, to provide a written report for the Commission.

Accepted: May 22, 2002 Moved: Yar Taraky /Seconded: Bryan Bennett Carried.

Appendix
B

HAMILTON HISTORICAL BOARD

MANDATE

1. To advise and recommend to City Council through the Volunteer Co-ordinating Committee on matters pertaining to the evaluation, acquisition, development, operation, maintenance and disposition of city museums, their grounds, structures and collections.

2. To advise and recommend action to City Council through the Volunteer Co-ordinating Committee on matters concerning all of the communities that comprise Hamilton's prehistoric and historic heritage.

3. To promote public appreciation of the rich historical heritage of all of the communities that comprise Hamilton.

4. To commemorate events, individuals, structures and properties in the city of enduring historical significance and interest.

5. To foster special projects designed to further public awareness of and enjoyment in the prehistoric and historic heritage of Hamilton and its people.

6. To promote broader understanding of the principles underlying and the necessity of heritage conservation by initiating and encouraging special projects.

7. To encourage the preservation of Hamilton's heritage in all forms and processes, including but not limited to written records, photographs, maps, architectural drawings, film footage, sound recordings, and documentary art.

8. To liase with other public and private groups and agencies, both within and outside all of the communities that comprise Hamilton, in order to formulate co-ordinated responses concerning heritage issues and to operate joint programs where feasible.

9. That the following definitions apply to this Mandate:

   (a) Prehistorical Heritage

   The prehistorical legacy of Hamilton's heritage may be defined primarily as those surviving remains of native or indigenous culture and settlement of this area. Typically these remains are not written records or buildings. They are sites, artifacts or remnants that are revealed through archaeological survey and excavation.

   (b) Historic Heritage

   The historical legacy of Hamilton includes those artifacts such as written and documentary records, buildings, structures, places, streetscapes and landscapes that are associated with the settlement and development of Hamilton.

   The historical legacy also includes less tangible matters such as associations with a person, groups, events or activities that have occurred in the past and contributed to the physical, cultural, social, and economic development of Hamilton.

GUIDELINES FOR BOARD MEMBERS

1. COMPOSITION OF THE BOARD

1.0 The Board shall consist of fifteen citizen members, one of whom shall be a LACAC representative.

1.1 Board positions shall be a term of three years and a maximum of two consecutive terms.

1.2 A term shall run from January 1 of the first year to December 31 of the third year.

1.3 Notice for new members shall be posted in the Hamilton Spectator in October, for appointment by City Council in November / December.

1.4 At the end of the second term, a member may reapply, only after an absence of at least one-year.

1.5 Once the staggering is in place, in the event that a vacancy exists before a term has ended, the Board may recommend a replacement to City Council. The new member will be made aware they are completing the balance of the original position's term and are able to apply for a second term.

1.6 Until the year 2006 any appointment made as the result of a vacancy shall be for a full 3-year term and member may apply for a second 3-year term.

1.7 After its first term or beginning the fourth year, appointments will be staggered so that 1/3 of the membership expires each year.

2. ROLES AND RESPONSIBILITIES

2.0 The composition of the Hamilton Historical Board shall attempt to reflect the broad spectrum of historical interests in the community, including, but not necessarily exclusively, archaeology, architectural and heritage conservation, archives, arts, education, indigenous culture, maps, the military and topography as well as local heritage groups.

2.1 Local Architectural Conservation Advisory Committee shall be given formal representation on the Hamilton Historical Board. The LACAC representative shall present regular reports to the Hamilton Historical Board concerning LACAC's activities to help facilitate co-ordinated responses to heritage issues and to help avoid the duplication of efforts.

2.2 Members of the Board are expected to share their skills and expertise as concerned volunteers.

2.3 The Board shall receive the workplan, annual financial report and other relevant material from all "Friends of" organizations.

2.4 The Hamilton Historical Board may provide representatives to sit on other civic committees and external bodies concerned with all aspects of local history and heritage conservation.

1) The Board, as a whole shall select these representatives, by secret ballot, if necessary.

2) These representatives shall present regular reports to the Board concerning committee activities.

3) All Board members shall sit on various internal and external committees, as required.

2.5 The Hamilton Historical Board shall establish sub-committees as required.

2.6 The Chairperson, or in the absence of the Chairperson, the Vice-Chairperson shall act as the spokesperson for the Historical Board. The Chairperson may delegate this authority if it is deemed appropriate, due to another member's greater expertise or interest in an issue or due to the absence of the Chairperson. The Chairperson shall be a member of the Volunteer Co-ordinating Committee.

3. CONDUCT OF MEMBERS

Board members shall:

3.0 Conduct themselves in a manner as to uphold the reputation and enhance the standing of the Hamilton Historical Board.

3.1 Regard as confidential all information relating to the source of donations, whether money or artifacts, unless otherwise directed or informed by municipal staff.

3.2 Disclose a potential conflict of interest in any matter that may be presented to the Board and abstain from discussion or voting in such matters.

3.3 Not solicit artifacts without prior approval of staff and the Board. Donor agreements shall be the sole prerogative of staff. Ensure that all artifacts are forwarded to staff.

3.4 Obtain Board or staff approval prior to making any verbal or written public statement, which purports to be the view of the Board.

1) Personal views shall be acknowledged as such.

3.5 Obtain prior approval from the Board, before initiating or offering tacit or active support to any project, which might involve the Board, or a department of the City of Hamilton.

3.6 Endeavour to attend all regularly scheduled meetings of the Board and advise the Secretary when unable to do so. Board members shall be requested to resign in the event that:

1) three consecutive meetings are missed without prior notification to the Secretary, or

2) a majority of meetings throughout the year are missed without prior notification to the Secretary.

3) A member conducts themselves in a manner in conflict with the above stated rules of conduct.

4. GUIDELINES FOR MEETINGS

4.0 Meetings of the Board shall be scheduled on a monthly basis from Sept. to June, inclusive, on the 2nd Tuesday of every month, from 12:30 pm to 2:30 pm.

1) Additional or alternate meetings may be held, subsequent to proposal by a Board member and agreement by the Chairperson and a majority of the Board members.

4.1 A representative of the Board shall keep a record of the Board meetings.

4.2 Officers of the Board (Chairperson, Vice-Chairperson, and Sub-committee Chairpersons) shall be elected, by secret ballot, at the first meeting of the Board held each year.

1) The Chairperson may serve a maximum of two consecutive years.

4.3 The Chairperson shall endeavour to meet with the Manager of Culture prior to each regular meeting to review agenda items and determine the necessity for meeting.

4.4 A quorum shall consist of a simple majority of the total Board members.

1) If within 30 minutes of the time called for the meeting, there is no quorum, the meeting shall stand adjourned, pending the next regular meeting or call of the Chair.

4.5 Only Board members present at the meeting shall vote. A member declaring a conflict of interest shall refrain from discussion or voting.

4.6 The Rules of Order of the Board shall, as far a practicable, follow those of the City of Hamilton, Volunteer Committees Procedural Handbook. (Prepared by the City of Hamilton's Clerk's Division – Legislative Section.)

4.7 General meetings of the Board shall be open to the public.

4.8 Chair or delegate of each "Friends of" organization shall provide a written report quarterly to the Board and may attend the Hamilton Historical Board meetings as a non-voting member.

4.9 Amendments to the Board Mandate or Guidelines for Board Members shall be proposed, in writing, and circulated among the members, in advance of the next scheduled Board Meeting.

4.10 The Mandate shall be reviewed every five years.

5. EDUCATION AND TRAINING

5.0 All new Board members shall attend an orientation session designed by the Cultural Section, Culture and Recreation Division, Community Services Department.

1) Other Board members are encouraged to attend and provide input.

2) As part of their orientation, members shall receive the Board's binder that will include the Hamilton Historical Board's Mandate, Polices and Procedures, City of Hamilton, Volunteer Committees Procedural Handbook and other relevant materials. Board Members are required to keep the binders up to date.

5.1 The Cultural Section shall provide at least one educational / training session for all Board Members – such session to be part of, or in addition to regular meetings.

Motion to accept Mandate and Guidelines for Board Members – Dr. Nancy Bouchier, Second: Art Bowes
Carried – May 14, 2002

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

18.3

FINANCE AND CORPORATE SERVICES
Office of the City Clerk

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Councillor F. D'Amico, Chairman,Transportation, Operations & Environment/ Planning and Development Volunteer Co-ordinating Committee
Date:	July 30, 2002	**Prepared by:**	Ida Bedioui 546-4605

SUBJECT: **Transportation, Operations and Environment/Planning and Development Volunteer Co-ordinating Committee (Report 02-001)(City Wide)**

RECOMMENDATION:

a) Terms of Reference for the Citizen Committees within the umbrella of the Transportation, Operations and Environment/Planning and Development Volunteer Co-ordinating Committee

That the Terms of Reference for the following Citizen Committees within the umbrella of the Transportation, Operations and Environment/Planning and Development Volunteer Co-ordinating Committee, (attached hereto as Appendix A to F), be approved;

i) Hamilton Cycling Committee
ii) Dundas and Flamborough Environmental Advisory Committee
iii) Keep Hamilton Clean Committee/Stoney Creek Citizens Leading for Environmental Action in Reducing, Reusing and Recycling Committee (CLEAR^3)
iv) Ainslie Wood Westdale Secondary Plan Executive Committee and Team (ASPECT)
v) Agricultural and Rural Affairs Advisory Committee
vi) Central Hamilton Advisory Committee (CHAC)

b) Anslie Wood Westdale Secondary Plan Executive Committee and Team (ASPECT) – Appointment of Members

That the following be appointed as members of the Ainslie Wood Westdale Secondary Plan Executive Committee and Team (ASPECT) for a term to expire November 30, 2003:

Name	Organization	Mermber Status
Rick Grigg, Chairperson	McMaster Area Task Force Implementation Committee - MATRIC	Primary
Phyllis Tresidder	Ainslie Wood Westdale Community Association - AWWCA	Primary
Michael Bordin	Ainslie Wood Westdale Community Association - AWWCA	Alternate
Linda Axford	McMaster University - Planner	Primary
Andrea Farquar	McMaster University - Public Relations	Alternate
Councillor Marvin Caplan	Councillor, Ward 1	Primary
Dale Brown	Executive Assistant, Ward 1 Councillor	Alternate
Shelagh Snider	Westdale B.I.A.	Primary
John Garbe	Westdale B.I.A.	Alternate
David Simpson	Westdale B.I.A.	
Mary Pocius	Westdale B.I.A.	
Stephanie Michelle	McMaster Area Task Force Implementation Committee - MATRIC	Primary

Name	Organization	Member Status
Barry Bender	McMaster Area Task Force Implementation Committee - MATRIC	Primary
Dale Parayeski	MATRIC (PACCR)	Primary
Adam Spence	McMaster Students Union, VP Education – MSU	Primary
Evan Mackintosh	McMaster Students Union, President – MSU	Alternate
Peter Topalovic	Society of Off Campus Students – SOCS	Primary
Jim Campbell	Columbia International College	Priimary
Richard Court, Director of Engineering and Develop.	McMaster Medical Centre - MUMC	Primary
2 representatiaves – TBA	Industry (e.g., AllanCandy)	Primary
2 representataives – TBA	Landlords	Primary

c) Ancaster Village Core Advisory Committee – Appointment of Members

That the following citizens be appointed as members of the Ancaster Village Core Advisory Committee for a term to expire November 30, 2003:

Art Bowes (Chairman)
Peter Walton
Frank Venema
Allan Beattie
Frances Cheyne
Brad Kuhn
Walter Buchko
Mark Del Cantero
Geoff Walker
Scott Rastin
Gerry Fabri
Tony Cipolla
Councillor Murray Ferguson (as per the terms of reference)

d) Agriculture and Rural Affairs Volunteer Committee – Appointment of Members

That the following citizens be appointed as members of the Agriculture and Rural Affairs Volunteer Committee for a term to expire November 30, 2003:

Roy Shuker (Chair)
Robert Pasuta
Philip Krakar
Dale Smith
Ralph Kikkert
Marjorie Tregunno
Jamie Wood
Barbara Oldfield
Kathy Smith
Robert Murphy
Nancy Mills
Melvin Switzer
Carl Loewith

Note: As per the terms and conditions, two of the four Councillors from Wards 11 (Dave Mitchell), 12 (Murray Ferguson), 14 (Dave Braden), and 15 (Margaret McCarthy) will attend the meetings of the Agriculture and Rural Affairs Volunteer Committee as non-voting members on a rotating basis.

Frank D'Amico

Councillor F. D'Amico, Chairman

EXECUTIVE SUMMARY:

Not applicable.

BACKGROUND:

The Transportation, Operations and Environment/Planning and Development Volunteer Co-ordinating Committee (TOEPDVCC) was established by resolution of Council and is inclusive of the following citizen committees:

- Hamilton Cycling Committee
- Dundas and Flamborough Environmental Advisory Committee

- Keep Hamilton Clean Committee/Stoney Creek Citizens Leading for Environmental Action in Reducing, Reusing and Recycling Committee (CLEAR^3)
- Ainslie Wood Westdale Secondary Plan Executive Committee and Team (ASPECT)
- Agricultural and Rural Affairs Advisory Committee
- Central Hamilton Advisory Committee (CHAC)
- Ancaster Village Core Advisory Committee.

TOEPD is composed of eleven members of Council and the Chairs, or their designates, of each of the Citizen Committees. This Committee met on June 11, 2002 to review the Terms of Reference for all Volunteer Co-ordinating Committees, in addition to reviewing and approving the Terms of Reference for each of the Citizen Committees (attached hereto as Appendix A to F). The Terms of Reference for the Ancaster Village Core Advisory Committee require some minor amendments, and will be brought back to the Committee of the Whole for approval at a later date. Minutes of the TOEPD meeting of June 11, 2002 are retained in the Office of the City Clerk, and can be made available upon request.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Not applicable.

POLICIES AFFECTING PROPOSAL:

Not applicable.

Hamilton Cycling Committee

Terms of Reference

June 2002

Committee Purpose

The purpose of the Hamilton Cycling Committee (HCC) is to advise the City Government on all matters related to cycling, to monitor implementation of the Hamilton Cycling Plan, to encourage and participate in planning for bicycling facilities, to encourage citizens to cycle instead of drive, to educate on the benefits and necessities of cycling, and to integrate the work of area municipal bicycle committees.

Committee Goals

Review progress in implementing the City of Hamilton Bicycle Master Plan and to take action to influence progress if necessary;

Ensure community input on specific details associated with implementing the Master Plan;

Ensure that cycling needs are emphasized in all transportation-related decisions;

Encourage legislation and policy changes that are supportive of cycling;

Promote cycling for transportation and recreation through relevant events;

Educate the public on the benefits, necessities and safety aspects of cycling;

Assist in establishing secure, adequate bicycle parking facilities;

Represent the cycling community at City of Hamilton sponsored functions/events;

Encourage the formation of, and liaise with other municipal cycling committees;

Foster a mutual respect between cyclists and other road users; and

Support the appointment of a City of Hamilton Bicycling Coordinator.

Membership

Voting Members

The HCC will consist of 11 citizen members. It is desirable, although not necessary, for the HCC to have the following composition:

a faculty, staff or student from McMaster University;
a faculty, staff or student from Mohawk College;
an employee from the Hamilton-Wentworth District School Board;

an employee from the Hamilton-Wentworth Catholic District School Board; and an individual from the bicycle retail industry.

All members shall reside in the City of Hamilton and have a demonstrated interest in cycling issues. It is preferable to have at least one member residing in each of the former area municipalities.

All applicants must complete an application form available from the City and be subject to an interview by a Selection Subcommittee. Vacancies will be advertised when appropriate and the Selection Subcommittee will recommend candidates to City Council, through the Volunteer Co-ordinating Committee. The Selection Subcommittee will consist of the existing Chair of the HCC, a voting member of the HCC (to be selected by the existing HCC) and a Transportation, Operations and Environment Department staff member.

The members of the HCC will serve a 3 year term coincident with the term of City Council. Members who are absent, or not represented by an alternate for 3 consecutive meetings, without advanced notification to the HCC, will no longer retain membership on the HCC.

No compensation will be made to members of the HCC.

A Chair, Vice-Chair and Recorder will be appointed by the voting membership, from the voting membership of the HCC.

Non-Voting Members

A representative from the City of Hamilton Transportation, Operations and Environment Department shall provide assistance to the HCC. (S)he may call upon representatives from other City Departments (e.g., Police, Community Services, Planning and Development, etc) if and when required.

Member Responsibilities

Voting members are expected to commit a minimum of 6 hours per month to HCC meetings and projects. Members must choose to work on at least one project of the HCC during their term. Members are encouraged to create a bicycle users group, or trip reduction program at their place of employment, participate in HCC public events, contribute to bicycling newsletter(s), and to represent the HCC at public meetings and media events. It is the member's responsibility to read agendas and minutes prior to meetings and to keep themselves well informed of HCC projects. Members are also expected to liaise with City Councillors to keep them informed of HCC projects.

Meetings

Meetings of the HCC will generally be held monthly or at the call of the Chair, with the provision that at least 6 meetings will be held per year. Meetings will be open to the public.

Joint meetings with cycling committees from surrounding municipalities are also encouraged.

A quorum of the HCC shall be 4 persons.

Reporting

The HCC Chair will be a member of and report, in consultation with staff, to the Volunteer Co-ordinating Committee.

June 5, 2002

TERMS OF REFERENCE - DUNDAS AND FLAMBOROUGH ENVIRONMENTAL ADVISORY COMMITTEE

PURPOSE.

The aim of the Dundas and Flamborough Environmental Advisory Committee is to participate in activities related to the environment and to advise and make recommendations through the Volunteer Coordinating Committee to the Council of the City of Hamilton. The lands of interest to the Advisory Committee are the districts encompassing Wards 13, 14 and 15 (the former towns of Dundas and Flamborough) of the City of Hamilton

SCOPE OF ACTIVITIES.

- Provide comments to staff and City Council on environmental aspects of land use planning, including the Official Plan review.
- Assist with the development of policies to protect ground water supplies in areas dependent on such supplies.
- Assist with the development of policies that will ensure the environmental stability of unique areas in Dundas and Flamborough; e.g. Niagara Escarpment, drumlins wetlands, woodlots, Environmentally Sensitive Area, watercourses, etc.
- Promote the development of environmental awareness among citizens of Dundas and Flamborough.
- Provide comments to staff and City Council on any other such environmental concerns of interest to the Committee or referred to it; e.g., pesticide use, tree planting, air quality, etc.

Appendix C

City of Hamilton - Volunteer Committee
Keep Hamilton Clean Committee/ Stoney Creek Clear^3 Committee

MANDATE

To deal with environmental issues and report and/or recommend to the Transportation, Operations, & Environment/Planning & Development (TOEPD) Volunteer Coordinating Committee on matters with respect to littering, dumping, defacing property by means of illegal postings, graffiti, etc. and on generally keeping Hamilton clean.

TERMS OF REFERENCE

a. In addition to any other duties prescribed by the Transportation, Operations, & Environment/Planning & Development (TOEPD) Volunteer Coordinating Committee and Hamilton City Council, the duties and responsibilities of the Keep Hamilton Clean Committee/Stoney Creek Clear^3 Committee shall be as follows:

  i. To report/and recommend to the TOEPD Volunteer Co-ordinating Committee, on matters of littering, illegal dumping and defacing of property and comment on other associated issues as directed by City Council.

  ii. To co-ordinate with community groups within the City to encourage their participation in keeping Hamilton clean by helping to control litter, illegal dumping and defacing public property by means of illegal postings, graffiti, etc. and promote awareness of other associated issues as per City policy.

  iii. That the Keep Hamilton Clean Committee/Stoney Creek Clear^3 Committee be the Central Committee responsible for organizing and co-ordinating the "PITCH-IN Week" activities each year.

b. That the Keep Hamilton Clean Committee/Stoney Creek Clear^3 Committee be organized as follows:

  i. The Committee shall be comprised of ***twelve*** citizens appointed by Council following the standard City Volunteer Citizen Committee process.

  At least one City staff member shall serve on the Committee in a technical support role.

  ii. The Committee may be required to form sub-committees of non-members from time to time as necessary to complete specific tasks or activities.

  iii. The Committee shall be an advisory body with authority only to make recommendations to the TOEPD Volunteer Co-ordinating Committee; with the exceptions of specific areas or programs delegated to the Committee.

  iv. The terms of the Committee members shall expire with the City Council term and Council shall appoint such members according to the City Volunteer Committee appointment process.

  v. The terms of the Committee members shall be staggered such that ***four*** members are appointed annually.

  vi. The Committee shall annually elect from within its membership, a Chairperson, Vice-Chairperson, and Secretary.

Appendix D

Agricultural Advisory Committee

Terms of Reference

Mandate:

1. To serve as a community forum for the exchange of information and provide advice to the City of Hamilton on all agricultural and rural affairs matters.
2. To represent the interests of Hamilton's agricultural industry, farm families and non-farm rural residents before City Council.
3. To review and provide input to Council and City Departments on studies, plans, by-laws and proposed projects that have an impact on agricultural or natural resource businesses and the rural citizens who derive their livelihood from such businesses.
4. To serve as the Tree Committee, as set forth in the Hamilton-Wentworth Woodland Conservation By-law, to make recommendations to Council on Minor Exception tree cutting applications.
5. To serve as an advisory committee on nutrient management issues.
6. At the request of Council, to provide a forum for the review and resolution of rural land use and farm management disputes.
7. At the request of Council, to provide input and assistance to rural land stewardship programs or projects which are proposed by the City, other agencies and community groups.

Reporting Relationship:

The Agricultural Advisory Committee will report quarterly to Council through its membership on the "Planning Affairs" Advisory Committee panel.

The Agricultural Advisory Committee will report to Council through the General Manager of Planning and Development on matters specifically referred to it by Council or in its role at the Tree Committee.

Membership & Terms:

The Agricultural Advisory Committee shall be comprised of:

- Three (3) members appointed by the Hamilton-Wentworth Federation of Agriculture;
- One (1) member appointed by the Hamilton Christian Farmers Association;
- One (1) member appointed by the Hamilton-Wentworth Women's Institute;
- One (1) member appointed by the Agricultural Societies;
- Two (2) Members appointed by the Soil and Crop Improvement Association;
- Four (4) "At Large" members appointed by Council
- Two (2) councilors (non-voting) appointed by Council from Wards 11, 12, 14 or 15

Except for the first appointments commencing in January 2002, "at large" and ward councilor members shall be appointed for a three year term. No member of the Agricultural Advisory Committee shall be re-appointed for a continuous term that exceeds Nine (9) years.

At the first meeting following the appointment of members or the first meeting following a municipal election. the persons appointed shall select from amongst the membership of the Agricultural Advisory Committee, one person to serve as Chair, one person to serve as Vice Chair and one person to serve as Secretary.

The Chair of the Agricultural Advisory Committee shall be a member of the "Planning Affairs" Advisory Committee panel. Alternatively, the Chair may appoint the Vice Chair, any other member of the Agricultural Advisory Committee, to serve in his/her place as a member of such "Planning Affairs" Advisory Committee panel.

Committee Support:

1. The Agricultural Advisory Committee shall be provided with appropriate meeting space in facilities owned and managed by the City of Hamilton for regularly scheduled meetings.
2. The Agricultural Advisory Committee shall be granted an annual budget sufficient to cover agenda and minute preparation, normal duplicating costs and mailing costs to be disbursed to the Secretary of the Committee in support of its regularly scheduled meetings.
3. The Agricultural Advisory Committee may request the General Manager of a City Department to have members of City staff attend their regularly scheduled meetings to answer questions or make presentations that the Committee and the General Manager consider to be relevant to the Committee's mandate.

MATRIC / ASPECT
Terms of Reference
June 10, 2002

Purpose

This task-oriented committee provides citizen advisory input into the Ainslie Wood Westdale Secondary Plan Review.

MATRIC is the McMaster Area Neighbourhoods Task Force Report Implementation Committee. ASPECT is the Ainslie Wood Westdale Secondary Plan Executive Committee and Team.

Membership

Membership shall consist of one representative of each of 10 – 12 key stakeholder groups in the study area. Members are appointed by the stakeholder groups which they represent. Input from City staff will be provided only as necessary in identifying these members. These members and their constituent groups, as of June 7, 2002, are provided on the attached membership list.

The members of a predecessor committee, MATRIC, have been incorporated into ASPECT.

Alternate Members

One or more alternate members will be identified for each stakeholder group. These alternate members are noted on the attached membership list.

Attendance

All members will make every effort to attend all meetings. In the event that this is not possible, the alternate member will attend. It is recommended that both the primary and alternate representatives of each stakeholder group attend all meetings where possible, to ensure continuity of understanding of the issues addressed and discussion which has taken place.

Observers

Other observers are welcome to attend meetings of ASPECT, including those who are not members of the key stakeholder groups. These meetings are open to the general public.

Staff Resources

Staff of various departments and divisions are available to MATRIC / ASPECT as resource people. These staff persons are indicated on the attached membership list. Staff of the Long Range Planning and Design Division, Planning and Development Department; will take a lead role in co-ordinating the study and the related work of the committee.

Meeting Dates, Times and Locations

Meetings will be held on a monthly basis, on the first Thursday of the month, from 6:00 p.m. – 8:30 p.m. The location will generally be at Hamilton City Hall. The first meeting of ASPECT was held on March 7, 2002, with subsequent meetings held on the first Thursday of each month. Approximately 15 meetings are anticipated during the 18-month duration of the secondary plan study.

Quorum and Majority

A quorum will consist of 50% plus one member. In most cases, decisions of the committee will be made by consensus. In some instances where a vote is required, a majority will consist of 50 % plus one member.

Reporting Structure

The Committee will report through the Volunteer Co-ordinating Committee for Planning and Development / Transportation, Operations and Engineering.

The Committee will also communicate with and inform recommendations by staff of the Planning and Development Department, and the Transportation, Operations and Engineering Department.

Advisory Role

The committee is an advisory group to staff during the Ainslie Wood Westdale secondary plan study. The opinions of committee members are valued, and very important to the study. It is anticipated that staff and the advisory committee will be in agreement on most issues. Where there may be differences of opinion, which affect the outcome of the study, City Council will be advised of both staff and the Committee's opinions, in order to make an informed decision. City Council makes the final decision regarding recommendations.

Central Hamilton Advisory Committee (CHAC)
Formerly Central Area Plan Implementation Committee (CAPIC)
Role and Mandate

This position paper was prepared in response to City Council's review of Volunteer Advisory Committees, undertaken in 2001.

Importance of Public Participation:
The City of Hamilton has a long history of public participation, with citizen advisory committees playing an important role in the planning process in Hamilton. The high priority assigned to Downtown Renewal at present indicates the importance of effective public participation in the planning process for both the downtown and also for the wider central area.

Summary:
The Central Area Plan Implementation Committee (CAPIC) serves many important functions, and should continue and evolve into a new enhanced role as the Central Hamilton Advisory Committee (CHAC). This committee will serve in an advisory role regarding the planning process for the downtown and its adjacent neighbourhoods, in particular the relationship between downtown, its neighbourhoods, the Waterfront and the Escarpment.

Background:
The Working Group for Volunteer Committees presented its recommendations to the Committee of the Whole in a report dated April 11, 2001. This report contained the results of the group's discussions, and the results of the February 19, 2001 workshop. The intent was that existing volunteer committees be retained for the immediate future. Within six months, they are to review their mandate, objectives, operations, etc. and wherever possible merge with like committees. Within three months, staff are to review and recommend appropriate resource levels for consideration by City Council, as it was noted that current resource levels cannot be maintained. Movement towards self-sustainability is encouraged.

The review of volunteer advisory committees by City Council and its working group prompted a review of the role of CAPIC. This proposal represents the position of CAPIC related to its role, mandate, and staff support, following its review of these matters. Recommendations for change are included.

Geographic Area of Coverage:
The Central Hamilton Advisory Committee will address the area bounded Highway 403, Wentworth Street, the Escarpment and the Harbour. This area includes the six (6) central area neighbourhoods, and a number of adjacent neighbourhoods. This area is identified on the attached map.

Composition of the Committee:
The Central Hamilton Advisory Committee will be composed of representatives of the

diverse interests within the area bounded by Highway 403, Wentworth Street, the Escarpment and the Harbour. Membership will include representatives of:

- City Council;
- Neighbourhoods associations in Durand, Central, Beasley, Corktown, North End, Stinson, Kirkendall, Landsdale and Strathcona neighbourhoods;
- Business Improvement Areas – Downtown and International Village;
- Hamilton-Burlington and District Real Estate Board;
- Hamilton Seniors Council, Hamilton Automobile Club;
- Social Planning and Research Council;
- Hamilton Society of Architects;
- McMaster University, Downtown Partnership;
- Chamber of Commerce; and,
- other groups such as Downtown Ecumenical Association.

Each of these members will be knowledgeable concerning their own area. There would also be two citizens at large, appointed by Council. A chairperson and vice chairperson will be elected from among the committee members.

Roles of Central Hamilton Advisory Committee:

- A conduit for public concerns regarding:
    - Downtown;
    - Adjacent neighbourhoods;
    - The west harbour area;
    - And the relationship between them;
- A provider of information to Council;
- A convenor of public forums; and,
- A barometer of public opinion.

Current Areas of Concern to be Addressed by Central Hamilton Advisory Committee:

- Downtown Renewal;
- Relationship between Downtown and Waterfront;
- Canada Discovery Centre on Marine Conservation;
- Transportation corridors in and through the City centre;
- Safety, security and quality of life issues; and,
- Any other matters identified by Council and the Planning and Development Department.

Reporting Relationship:

The Committee would report to City Council, through the Planning and Development Department.

Staff Resources:

- The Central Hamilton Advisory Committee (CHAC), through its own subcommittees where appropriate, will move towards greater self-sustainability by drafting its own reports for submission to Council.

- Staff resources will consist of clerical staff to prepare minutes and send out agendas; and planner staff to be assigned as a resource person to the CHAC.

Conclusions:
There are no other similar committees on the list of existing volunteer co-ordinating committees under the Community Planning and Development umbrella with which the Central Area Plan Implementation Committee could merge, as it serves a unique role. There are also no existing committees that would fulfil the role envisaged by the Central Hamilton Advisory Committee.

The new CHAC would impact on issues related to downtown, the Escarpment, the waterfront, and brownfields issues. It would serve as a conduit for public concerns and opinion on these issues, as well as a provider of information. Staff resources associated with the committee would be limited, with committee members preparing their own reports by means of subcommittees. In conclusion, it is recommended that the Central Hamilton Advisory Committee be established to serve these roles.

Sept. 2001

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City of Hamilton

AGENDA

COMMITTEE OF THE WHOLE 02-029

Tuesday, August 13, 2002

9:30 a.m.

Council Chamber
Hamilton City Hall
71 Main Street West
Hamilton, Ontario

Kevin C. Christenson
City Clerk

Please note: All cellular telephones and pagers to be switched to a non-audible function during Council and Committee meetings.

Agenda available on-line at www.city.hamilton.on.ca (click on "City Government")

1. DECLARATIONS OF INTEREST

2. ADOPTION OF MINUTES

2.1 August 6, 2002 (to be distributed)

3. DELEGATION REQUESTS

3.1 Request to address the Hearings Sub-Committee by Mr. Sergio Manchia, Rebecca Street Holdings (Hamilton) Inc. respecting Core Heritage 2000 Application

3.2 Request to address the Hearings Sub-Committee by Mr. Stu MacDonald respecting issue of wearing Club colours

4. CONSENT ITEMS

4.1 2002 Rural Roadside Grass Cutting Program - Update Requested by Council - July 10, 2002 (CS02072) (City Wide)

4.2 Follow-up to Lost Documents Report (SPH02011(a)) (City Wide)

5. STAFF PRESENTATIONS

None

DISCUSSION ITEMS

6. CITY MANAGER

None

7. COMMUNITY SERVICES

None

8. CORPORATE SECRETARIAT

8.1 City of Hamilton Flag & Badge (CSE02022) - (City Wide)

9. ECONOMIC DEVELOPMENT

9.1 Extension of Closing Date and Clause Amendment - Transaction between the City of Hamilton and CanAmera Foods (Wards 2 & 3) (ECO02009) - to be distributed under separate cover

10. FINANCE AND CORPORATE SERVICES

10.1 Interim Funding Process for Volunteer Committees (FCS02074) - (City Wide)

10.2 The 2002 Tax and Rate Current Budget Exception Reports to May 31, 2002 (FCS02091) - (City Wide)

10.3 Request for a School Crossing Guard at the intersection of Fennell Avenue and High Street (FCSO2089) (Ward 6)

10.4 Request for a School Crossing Guard at the Intersection of Upper Ottawa and Beaconsfield Streets (FCS02088) (Ward 6)

11. HUMAN RESOURCES

None

12. PLANNING AND DEVELOPMENT

12.1 Bay Street 2002 Pedestrian Improvements (PD02157) (Ward 2)

13. SOCIAL AND PUBLIC HEALTH SERVICES

13.1 Provincial Mandatory Food Handler Training and Certification - (SPH02023)

13.2 Nutritious Food Basket (SPH02022) - (City Wide)

13.3 Schedule 20 Residential Care Facilities of the city of Hamilton Licensing Code By-law 01-156 Forms 1 to 4 (City Wide) (SPH02021)

14. TRANSPORTATION, OPERATIONS AND ENVIRONMENT

14.1 Award of Contract TOE-02-24(W) - Watermain Replacement on King Street from Breadalbane Street to Christ the King Cathedral (TOE02156) (Ward 1)

14.2 Award of Contract TOE-02-14(W) - Watermain replacement on Garden Avenue from Fiddler's Green Road to Anson Drive, Miller Drive from Garden Avenue to Anson Drive, Anson Drive from Garden Avenue to Miller Drive and Roselawn Avenue from Anson Drive to Miller Drive in the City of Hamilton

15. JOINT DEPARTMENTAL REPORTS

15.1 Smoking in the Workplace Policy (HUR02011/CS02066)(City Wide)

15.2 2002 One-time Items (FCS02059(b)/CS02074) (City Wide)

16. ITEMS REFERRED BY CITY COUNCIL

None

17. REPORTS BY SUB-COMMITTEES

17.1 2002/2003 Ice Allocation Plan (City Wide)

17.2 Weekday Non Subsidized Ice Rental Rates (City Wide)

18. REPORTS BY VOLUNTEER CO-ORDINATING COMMITTEES

18.1 Corporate Secretariat Volunteer Co-ordinating Committee
Report 02-001

18.2 Community Services Volunteer Co-ordinating Committee
Report 02-001

18.3 Transportation, Operations & Environment
Planning and Development Volunteer Co-ordinating Committee
Report 02-001

19. MOTIONS

20. NOTICES OF MOTIONS

21. GENERAL INFORMATION

22. PRIVATE AND CONFIDENTIAL

22.1 Legal Matter - Red Hill Valley (City Wide) (LS02011)

23. ADJOURNMENT

OUTSTANDING BUSINESS

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
A.	Report on Colliers Recommendations – HECFI Facilities	March 28/01	Community Services		2002 - Q1
B.	Demolition of 226 Avondale Street	April 25/01	N/A		TABLED by Ward Councillor
C.	Red Hill Creek Expressway	Nov 21/01	Legal/ Finance/TOE	Recovery of cost/ over expense from Federal Gov.	2002 – Q1
D.	Toll for Red Hill Creek Expressway	Nov 21/01	TOE/Finance	Staff to bring a report back on option for tolling Red Hill Creek Expressway	Awaiting Provincial Regulations
E.	Annual State of the City	Nov 21/01	Mayor/City Manager/Corporate Secretariat	Report back detailing information for inclusion in an Annual State of the City Report	
F.	Spreading of Biosolids	Nov 21/01	Transportation and Environment	TABLED pending Staff report	
G.	Urban Boundary	Dec 4/01	Planning & Development	Referral by HSC for staff to report back to COW	2002 – Q2
H.	Community Safety Zones	Dec5/01	Transportation and Environment	Referred back to staff for further consideration	2002 – Q2

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
I.	People's Panel	Dec5/01	TBD	Staff to report back on financial and staffing implications, selection process, terms of reference and implementation timeline	
J.	Aquafit Seniors/Disabled Fees	March 5/02	Community Services	Staff to prepare critical analysis	
K.	Council Communication - Residential Care Facilities	Jan. 23/02	Social and Public Health Services	Referred to staff for comments	
L.	Strategy to attract Factory Outlet stores	Feb. 13/02	Economic Development	Staff to bring implementation plan to Committee	
M.	Strategy for priortizing abandoned industrial and commercial warehouse structures	Feb. 13/02	Economic Development	Staff to bring implementation plan to Committee	
N.	Shortage of Area Doctors	March 6/02 Council	Social and Public Health	Staff to report back on shortages	
O.	Remuneration and Expenses	March 5/02	Finance and Corporate Services		
P.	Harbour Port Authority	Feb. 13/02	Finance and Corporate Services	Staff to report back on additional revenues from Port Authority	June 18/02
Q.	Pest Control	May 7/02	Planning and Development	Staff to report back on control of pests/rodents prior to demolition permit issued	

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
R.	Marina Assets	May 7/02	Community Services	Staff to report back on the selling of Marina assets to Port Authority	
S.	La Salle Park	May 7/02	Community Services	Staff to approach City of Burlington to explore feasibility of re-examining terms and conditions of lease	
T.	Alternative Service Delivery for installation of roadway signs and posts	May 7/02	TOE	Staff to report back with results and recommendation on this matter	
U.	Hannon Post Office	May 7/02	Corporate Secretariat	Staff to report back on possibility of address changes that align with telephone exchanges	
V.	Satellite Multi Tasking	Apr. 30/02		Sub-Committee to report back in one month	
W.	Training in Food Safety - recommendation to AMO and AIPHA	Apr. 30/02	Social and Public Health	Staff to bring report back	
X.	Correspondence from Hamilton District Labour Council/HUC Corporation Position Paper	Apr. 30/02	HUC	Staff to bring report back	
Y.	HR Matters	May 7/02	Economic Development	Staff to report back	
Z.	Consolidated Rural Municipal Numbering By-law	May 7/02	Planning and Development	Referred to staff for outside pricing and report back	

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
AA.	Municipal Tax Competitiveness Study	May 23/02	Finance and Corporate Services	Referred to a Future COW in September	Sept. 24/02
BB.	Creation of a Permanent Hamilton Future Fund - Interim Report	May 23/02	Mayor's Office	Tabled to a subsequent COW meeting	
CC.	Capital Program to modify mountable curb driveway approaches	July 2/02	TOE	Three sections tabled pending public consultation	
DD.	Roles and Responsibilities of Committee of Adjustment	July 2/02	Planning and Development	Tabled pending further consultation with the community and report back on policy addressing political influence	
EE.	Overnight parking on through streets	July 2/02	TOE	Tabled to September COW	
FF.	Auchmar Estate	July 9/02	Ward Councillor	Tabled to COW in September	

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City of Hamilton

AGENDA

COMMITTEE OF THE WHOLE 02-030

Tuesday, September 10, 2002

9:30 a.m.

Council Chamber
Hamilton City Hall
71 Main Street West
Hamilton, Ontario

Kevin C. Christenson
City Clerk

Please note: All cellular telephones and pagers to be switched to a non-audible function during Council and Committee meetings.

Agenda available on-line at www.city.hamilton.on.ca
(click on "City Government")

1. DECLARATIONS OF INTEREST

2. ADOPTION OF MINUTES

2.1 August 13, 2002

3. DELEGATION REQUESTS

3.1 Request to address the Hearings Sub-Committee by Ms Teresa Cascioli, President & C.E.O. of Lakeport Brewing Corporation respecting installation of a drive-through Beer Store at Lakeport facility

3.2 Request to address the Hearings Sub-Committee by Mr. Mike Anderson, President, Dundas Minor Hockey respecting ice allocation - youth vs. adult.

3.3 Request to address the Hearings Sub-Committee by Ms. Janet Whitehouse, Bell-Community Development, Burlington respecting expansion into new location in downtown Hamilton

3.4 Request to address the Hearings Sub-Committee by Mr. Richard Leibtag, Student Living Centres respecting proposed student residence project at Jackson/John Streets

4. CONSENT ITEMS

4.1 King Street West Business Improvement Area (B.I.A.) - Revised Board of Management (PD02053(a)) (Ward 2)

4.2 Barton Village Business Improvement Area (B.I.A.) - Revised Board of Management (PD02113(a)) (Wards 2 & 3)

4.3 Waterdown Business Improvement Area (B.I.A.) - Revised Board of Management (PD02078(a)) (Ward 15)

4.4 Pavement Marking Revisions - King Street from Battlefield Drive to Second Street South (TOE02172) (Ward 9)

4.5 Citizen Appointments to the Solid Waste Management Master Plan Implementation Task force (TOE02170) (City Wide)

4.6 Temporary Closures for Joshmax Production Services Limited and the Filming of The Highwaymen (TOE02167) (Ward 2)

4.7 Glanbrook Landfill Co-ordinating Committee July Proceedings (TOE02165) (Ward 11)

4.8 To Incorporate Certain Land into Various Streets by By-law (TOE02163) (Wards 8 and 12)

4.9 Monthly Status Report of Tenders and Requests for Proposals - July (FCS02014(g) (City Wide)

4.10 Quarterly status Report on use of Policy #10 (Emergency Purchasing and Policy #11 - Negotiations for the 2nd Quarter 2002 (FCS02105) (City Wide)

4.11 Memorandum from City Manager to Mayor and Members of Council respecting Red Hill Creek Expressway.

4.12 Declaration of Surplus Property - Vacant City lands at Wilson Street East and Reding Road (CS02078) (Ward 12)

5. PRESENTATIONS

5.1 2003 World Cycling Championships Event Update - Traffic and Access Issues (CS01103b/TOE02174) (City Wide)

5.2 Report of the Accommodations Study Sub-Committee respecting Hamilton City Hall - Alternative Downtown Accommodations (Ward 2/City Wide) (to be distributed)

DISCUSSION ITEMS

6. MAYOR'S COMMUNITY TRUSTEE PANEL

6.1 Creation of a Permanent Hamilton Future Fund - Final Report (FCS02107) (City Wide)

7. CITY MANAGER

None

8. COMMUNITY SERVICES

8.1 Wood Pile at Forestry Operations Yard (CS02077) (Ward 6)

8.2 Fee Waiver Policy (CS02009(a))

9. CORPORATE SECRETARIAT

9.1 Customer Contact Centre Implementation of 2002 Budget Decisions (CSE02024) (City Wide)

10. ECONOMIC DEVELOPMENT

None

11. FINANCE AND CORPORATE SERVICES

11.1 Volunteer Co-ordinating Committee Terms of Reference (FCS02095) (City Wide)

12. HUMAN RESOURCES

None

13. PLANNING AND DEVELOPMENT

None

14. SOCIAL AND PUBLIC HEALTH SERVICES

None

15. TRANSPORTATION, OPERATIONS AND ENVIRONMENT

15.1 Overnight Parking on Through Streets (TOE02124) - Committee of the Whole at its meeting held on July 2, 2002 referred this item to the September 10, 2002 Committee of the Whole meeting.

15.2 Mountable Curb Replacement Program - Funding Extension (TOE02125(a)) (City Wide)

15.3 Corner Clearances at Highway 56 and Binbrook Road (TOE02169) (Ward 11)

15.4 London Street South at Central Avenue - Request for All-Way Stop Control (TOE02168) (Ward 4)

15.5 Speed Limit Requests - School Areas (TOE02166) (Wards 1, 8, 9, 10, and 12)

15.6 Speed Limit Requests on Rural Roads - Flamborough and Stoney Creek (TOE02164) (Wards 9, 14, and 15)

15.7 Recycling Program Issues (TOE02173) (City Wide)

16. JOINT DEPARTMENTAL REPORTS

16.1 Request for an Allocation of Renewal Funds from the Ministry of Transportation Ontario (TOE02161/FCS02106) (City Wide)

16.2 2002 Capital Budget Appropriation Adjustment - Rennie Street Closed Landfill (TOE02160/FCS02104) (City Wide)

16.3 Municipal Act Project - Sanitary Sewer on Fifty Road - North Service Road to McCollum Road (TOE02159/FCS02103/PD02185) (Ward 11)

16.4 Consolidated Parkland Dedication/Cash-in-lieu of Parkland Policy and Bylaw Study (CS02076) (PD02184)

17. ITEMS REFERRED BY CITY COUNCIL

None

18. REPORTS BY SUB-COMMITTEES

18.1 Animal Control Sub-Committee (to be distributed)

19. REPORTS BY VOLUNTEER CO-ORDINATING COMMITTEES

None

20. MOTIONS

20.1 Motion presented by Councillor M. McCarthy respecting Mid Peninsula Corridor

21. NOTICES OF MOTIONS

None

22. GENERAL INFORMATION

23. PRIVATE AND CONFIDENTIAL

23.1 Appeal to the Ontario Municipal Board - Benemar Construction

23.2 Contract Negotiations - Hamilton Tiger Cats (CS02079)

23.3 Option to Purchase - Bennetto School, 444 Hughson Street North CM02-005 (City Wide)

24. ADJOURNMENT

OUTSTANDING BUSINESS

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
A.	Report on Colliers Recommendations – HECFI Facilities	March 28/01	Community Services		2002 - Q1
B.	Demolition of 226 Avondale Street	April 25/01	N/A		TABLED by Ward Councillor
C.	Toll for Red Hill Creek Expressway	Nov 21/01	TOE/Finance	Staff to bring a report back on option for tolling Red Hill Creek Expressway	Awaiting Provincial Regulations
D.	Annual State of the City	Nov 21/01	Mayor/City Manager/Corporate Secretariat	Report back detailing information for inclusion in an Annual State of the City Report	
E.	Spreading of Biosolids	Nov 21/01	Transportation and Environment	TABLED pending Staff report	
F.	Urban Boundary	Dec 4/01	Planning & Development	Referral by HSC for staff to report back to COW	2002 – Q2
G.	Community Safety Zones	Dec5/01	Transportation and Environment	Referred back to staff for further consideration	2002 – Q2
H.	People's Panel	Dec5/01	TBD	Staff to report back on financial and staffing implications, selection process, terms of reference and implementation timeline	

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
I.	Aquafit Seniors/Disabled Fees	March 5/02	Community Services	Staff to prepare critical analysis	
J.	Council Communication - Residential Care Facilities	Jan. 23/02	Social and Public Health Services	Referred to staff for comments	
K.	Strategy to attract Factory Outlet stores	Feb. 13/02/further updated on August 6/02	Economic Development	Staff to bring implementation plan to Committee	
L.	Strategy for priortizing abandoned industrial and commercial warehouse structures	Feb. 13/02 Aug. 13/02 follow-up request made	CMT	Staff to bring implementation plan to Committee	
M.	Shortage of Area Doctors	March 6/02 Council	Social and Public Health	Staff to report back on shortages	
N.	Remuneration and Expenses	March 5/02	Finance and Corporate Services	Staff to report back in future reports highlighting offsetting revenues which create a net expenditure, consultation with Councillors, indication of expenses authorized as Council expenses	March 2003
O.	Harbour Port Authority	Feb. 13/02	Finance and Corporate Services	Staff to report back on additional revenues from Port Authority	June 18/02
P.	Pest Control	May 7/02	Planning and Development	Staff to report back on control of pests/rodents prior to demolition permit issued	

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
Q.	Marina Assets	May 7/02	Community Services	Staff to report back on the selling of Marina assets to Port Authority	
R.	Alternative Service Delivery for installation of roadway signs and posts	May 7/02	TOE	Staff to report back with results and recommendation on this matter	
S.	Hannon Post Office	May 7/02	Corporate Secretariat	Staff to report back on possibility of address changes that align with telephone exchanges	
T.	Satellite Multi Tasking	Apr. 30/02		Sub-Committee to report back in one month	
U.	Correspondence from Hamilton District Labour Council/HUC Corporation Position Paper	Apr. 30/02	HUC	Staff to bring report back	
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W.	Consolidated Rural Municipal Numbering By-law	May 7/02	Planning and Development	Referred to staff for outside pricing and report back	
X.	Municipal Tax Competitiveness Study	May 23/02	Finance and Corporate Services	Referred to a Future COW in September	Sept. 24/02
Y.	Creation of a Permanent Hamilton Future Fund - Interim Report	May 23/02	Mayor's Office	Tabled to a subsequent COW meeting	

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
Z.	Council Correspondence respecting Algae in Lake Ontario	June 12 City Council	TOE/Finance and Corporate Services	Staff to report to Committee of the Whole	
AA.	Capital Program to modify mountable curb driveway approaches	July 2/02	TOE	Three sections tabled pending public consultation	
BB.	Roles and Responsibilities of Committee of Adjustment	July 2/02	Planning and Development	Tabled pending further consultation with the community and report back on policy addressing political influence	
CC.	Auchmar Estate	July 9/02	Ward Councillor	Tabled to COW September 17th	
DD.	Petition for an All-Way Stop at Melvin and Normanhurst	July 10/02 Council Communication	TOE	Staff to bring report back	
EE.	Uncovered crossovers on highways	August 6/02	Risk Management and Legal	Staff to bring report back on uncovered crossovers on highways	
FF.	Delivery of ambulance services, response times, standards, dispatch	August 6/02	Chief Peace	Staff to bring report back on status of delivery	
GG.	Inventory of underground and above ground works	August 6/02	Transportation, Operations and Environment	Staff to provide report which outlines inventory of underground and aboveground works, road construction with budget amounts	

	Issue	Date Action Initiated	Lead Dept/Div	Status	Agenda Item
HH.	Floating Casino - West Harbour	August 13/02	Legal Services	Staff to report back on feasibility of securing a casino license for floating casino	
II.	Odour Control By-law	August 13/02	Finance & Corporate Services	Staff to report back	
JJ.	Downtown cleanliness	August 13/02	TOE	Staff to report back on how much it cost to keep the downtown clean prior and during FCM	
KK.	Petition - All-Way Stop Control at Melvin and Normanhurst	Council Communication of July 10	TOE	Staff to report back to Committee of the Whole	
LL.	Correspondence from Ministry of Transportation respecting Highway 6 from Highway 5 to Concession	Council Communication of July 10	TOE	Staff to report back to Committee of the Whole	
MM.	Petition - reduction in speed on Leeming Road	Council Communication of August 14	TOE	Staff to report back to Committee of the Whole	
NN.	Petition - installation of a right paved turning lane to Algonquin going east on Highway #5	Council Communication of August 14	TOE	Staff to report back to Committee of the Whole	
OO.	Correspondence from Municipality of Niagara respecting Water Quality Protection Strategy	Council Communication of August 14	TOE	Staff to report back to Committee of the Whole	

SECTION 2

2.1

Committee of the Whole
MINUTES
9:30 a.m.
Tuesday, August 13, 2002
Council Chambers
Hamilton City Hall
71 Main Street West, Hamilton

Present:	Mayor R. Wade Councillors A. Bain, D. Braden, M. Caplan, C. Collins, L. Dilanni, M. Ferguson, A. Horwath, T. Jackson, B. Kelly, M. McCarthy, S. Merulla, R. Powers
Absent with regrets:	Councillors F. D'Amico, D. Mitchell, B. Morelli - City Business
Also Present:	R. Robertson, City Manager J. Rinaldo, General Manager, Finance and Corporate Services P. Crockett, General Manager of Transportation Operations and Environment C. Graham, General Manager, Human Resources L. Coveyduck, General Manager, Planning and Development N. Everson, Executive Director, Economic Development A.L. Heron, Executive Director, Corporate Secretariat K. Christenson, City Clerk M. Gallagher, Co-ordinator, Council/Committee of the Whole

Mayor R. Wade called the meeting to order.

THE FOLLOWING ITEMS WERE REPORTED TO CITY COUNCIL FOR CONSIDERATION:

1. **2002 Rural Roadside Grass Cutting Program - Update Requested by Council - July 10, 2002 (CS02072) (City Wide) (Item 4.1)**

   That report CS02072 be received as a status report on the performance of the 2002 Rural Roadside Grass Cutting Program and referred to the Multi-Tasking Committee for further discussion. **CARRIED.**

2. **Follow-up to Lost Documents Report (SPH02011(a)) (City Wide) (Item 4.2)**

   That report SPH02011a) outlining Social & Public Health's response to the expressed concern of lost documents in Ontario Works offices be received for information. **CARRIED.**

3. **Interim Funding Process for Volunteer Committees (FCS02074) - (City Wide) (Item 10.1)**

   (a) That the interim funding process for Volunteer Committees for the remainder of 2002, as described in Report FCS02074, Interim Funding Process for Volunteer Committees, be approved.

   (b) That the Volunteer Committees be provided with a 2002 expenditure limit of $1,750 for incidental meeting costs, based upon the projected requirement for a half year functioning of the committee.

   (c) That staff develop a Business Planning template for the Volunteer Committees which will be completed and submitted to the Volunteer Co-ordinating Committees for review and recommended to Committee of the Whole during the 2003 budget deliberations.

   (d) That staff continue to review the funding requirements and process for Volunteer Committees and report back during the 2003 budget deliberations process. **CARRIED.**

4. **The 2002 Tax and Rate Current Budget Exception Reports to May 31, 2002 (FCS02091) - (City Wide) (Item 10.2)**

   That the 2002 Tax and Rate Current Budget Exception Report to May 31, 2002 be received for information. **CARRIED.**

Mayor R. Wade relinquished the Chair and Councillor C. Collins assumed the Chair.

5. **Request for a School Crossing Guard at the intersection of Fennell Avenue and High Street (FCSO2089) (Ward 6) (Item 10.3)**

   (a) That a School Crossing Guard be assigned to the intersection of Fennell and High Streets, augmented with an Intersection Pedestrian Signal;

   (b) That the guard be removed from this location only after adequate training is assured for school children and subject to consultation with affected schools. **CARRIED.**

6. **Request for a School Crossing Guard at the Intersection of Upper Ottawa and Beaconsfield Streets (FCS02088) (Ward 6) (Item 10.4)**

   That a School Crossing Guard be assigned to the intersection of Upper Ottawa and Beaconsfield Streets. **CARRIED.**

7. **Bay Street 2002 Pedestrian Improvements (PD02157) (Ward 2) (Item 12.1)**

   (a) That the design concepts for Bay Street between Main and Cannon Streets, as described in Table 1 and as depicted on the Bay Street Design Concept Plan, be received and that the following changes to the Bay Street right-of-way, shown in Appendix “B” attached to Report PD02157, be approved.

      (i) Adjust curbs on the east and west side of the street between Main and King Streets.

      (ii) Adjust curb on the west side of the street between King and York Streets.

      (iii) Remove one (1) traffic lane and re-align curb on the West Side of Bay Street between York and Cannon Streets.

      (iv) Special intersection paving of King and Bay Streets.

   (b) That the Community Services Department proceed with preparation of construction drawings and tender documents in accordance with the approved design concepts as shown on Appendix “A”, “B” and “C” attached to Report PD02157.

   (c) That Staff proceed with tender call and construction, (in accordance with the design depicted in Appendix “A”, “B”, and “C” attached to

Report PD02157), provided that the tender call and construction does not jeopardize SuperBuild funding.

(d) That, if SuperBuild funding is not confirmed, the Community Services Department complete construction drawings and tender documents, issue a tender call, as per recommendation "(a)", (but not award the contract until SuperBuild funding is confirmed), and proceed with the purchase of streetlights only, in accordance with the design depicted in Appendix "C" attached to Report PD02157, consistent with Option 2 outlined in Table 2 in the Financial/Staffing and Legal Implications section of this report. **CARRIED.**

8. Provincial Mandatory Food Handler Training and Certification - (SPH02023) (Item 13.1)

(a) That City Council correspond with the Minister of Health and Long-Term Care to request that Bill 66, an Act to amend the Health Protection and Promotion Act to require a certified food handler be present at all times during the operation of a food premise (1st reading May 30, 2002), be amended so that:

(i) Certification requirements be limited to high and medium risk food premises, and;
(ii) Certification requirements be expanded to include the certification of at least one manager who shall be present at all times during the operation of a food premises;

(b) That such correspondence be copied to the Association of the Municipalities of Ontario (AMO) and the Association of Local Public Health Agencies (alPHa); and

(c) That Council, in the event that provincially mandated certification does not occur in the near future or is deemed insufficient, instruct the appropriate City department(s) to draft local municipal legislation for mandatory certification of food handlers in Hamilton food premises. Such legislation should specifically require at least one certified food handler and one certified manager to be present when a high risk or medium risk food premises is operating. **CARRIED.**

9. Nutritious Food Basket (SPH02022) - (City Wide) (Item 13.2)

(a) That report SPH02022 on the cost of a Nutritious Food Basket be received for information.

(b) That Staff be directed to assess, during the 2003 budget process, the adequacy of Ontario Works rates in relation to current costs of nutritious food, affordable and secure housing and other essential needs. **CARRIED.**

10. Schedule 20 Residential Care Facilities of the city of Hamilton Licensing Code By-law 01-156 Forms 1 to 4 (City Wide) (SPH02021) (Item 13.3)

That Forms 1 to 4 (attached as Appendix A – Appendix D to Report SPH02021) be included as an amendment to Section 60, Schedule 20 Residential Care Facilities of the City of Hamilton Licensing Code By-Law 01-156 and therefore be approved for use. **CARRIED.**

11. Award of Contract TOE-02-24(W) - Watermain Replacement on King Street from Breadalbane Street to Christ the King Cathedral (TOE02156) (Ward 1) (Item 14.1)

(a) That the 2002 appropriation for Capital Budget Project No. 5140072082 (King - Strathcona to Cathedral) be increased by $225,000 from $10,000 to $235,000 and that this increase in funding be financed by a transfer of $77,000 from Capital Budget Project No. 5140272204 (Fennell - East 12th to East 17th) and by a transfer of $148,000 from Capital Budget Project No. 5140271224 (East 43rd - Queensdale to Sunning Hill);

(b) That the contract listed below be awarded on a unit price basis in accordance with the specifications issued by the General Manager, Transportation, Operations & Environment and that the works associated with this award be charged to the Capital Budget projects outlined on the attached Schedule A - Tender Information Summary.

TOE-02-24(W) - Watermain Replacement on King Street from Breadalbane Street to Christ the King Cathedral (Affects Ward 1)
714794 Ontario Limited o/a L.M. Enterprises
$194,734.65 (includes $10,000.00 Contingency and $12,739.65 G.S.T.)
Lowest bid of seven (7) acceptable bids **CARRIED.**

12. **Award of Contract TOE-02-14(W) - Watermain replacement on Garden Avenue from Fiddler's Green Road to Anson Drive, Miller Drive from Garden Avenue to Anson Drive, Anson Drive from Garden Avenue to Miller Drive and Roselawn Avenue from Anson Drive to Miller Drive in the City of Hamilton (Item 14.2)**

(a) That the appropriation for Capital Budget project no. 5140271203 (Garden Avenue from Fiddler's Green Road to Anson Drive) be increased by $58,000 from $67,000 to $125,000 and that this increase in funding be financed by a transfer of, $20,000 from Capital Budget project no. 5140272208 (Miller Drive from Garden Avenue to Anson Drive), $20,000 from Capital Budget project no. 5140271215 and $18,000 from Capital Budget project no. 5140271209 (Roselawn Avenue from Anson Drive to Miller Drive);

(b) That the contract listed below be awarded on a unit price basis in accordance with the specifications issued by the General Manager, Transportation, Operations and Environment and that the works associated with this award be charged to the Capital Budget projects outlined on the attached Schedule A – Tender Information Summary.

TOE-02-14(W) – Watermain replacement on Garden Avenue from Fiddler's Green Road to Anson Drive, Miller Drive from Garden Avenue to Anson Drive, Anson Drive from Garden Avenue to Miller Drive and Roselawn Avenue from Anson Drive to Miller Drive in the City of Hamilton (Ward 12)
F.C.M. Construction Limited
$551,411.66 (includes $46,000.00 Contingency and $36,073.66 G.S.T.)
Lowest bid of seven (7) acceptable bids **CARRIED.**

13. **Smoking in the Workplace Policy (HUR02011/CS02066)(City Wide) (Item 15.1)**

(a) That the Policy for Smoking in the Workplace, attached as Appendix "A" to Report HUR02011/CS02066, be approved;

(b) That the designated smoking rooms located at City Hall, 71 Main Street W. Hamilton, the Wentworth Yard, 330 Wentworth Avenue North and at Bernie Court (aka known as Turner Park Maintenance Yard,) 308 Rymal Road, be permanently closed on August 31, 2002;

(c) That the following smoking policies be repealed:

Policy No. 12.2 for the former City of Hamilton/Regional Municipality of Hamilton-Wentworth;

Policies No. CP-08-01 and CP-08-02, July 14, 1998, for the former Town of Stoney Creek;

Smoking in the Workplace Policy, contained in General Government Committee Report #1-90, January 3, 1990 and #3-90, March 5, 1990, and Policies No. 2.38.1, July 17, 1972, 2.38.2, May 2, 1979, 2.38.3, February 20, 1984 and 2.38.4, December 3, 1984, for the former Town of Dundas;

Note: A motion to refer the entire report to the Tobacco By-law Sub-Committee was Defeated.

A motion to refer the section of the policy which refers to the prohibition of smoking within 9 metres of the entrances to all City buildings was reconsidered and rescinded. **CARRIED.**

Councillor C. Collins relinquished the Chair and Mayor R. Wade assumed the Chair.

14. 2002 One-time Items (FCS02059(b)/CS02074) (City Wide) (Item 15.2)

(a) That the recommended 2002 One-Time Items numbered 27 and 28 as contained in Attachment One to Report FCS02059b/CS02074 be approved.

(b) That the 2002 approved One-Time Items numbered 27 and 28 as contained in Attachment One to Report FCS02059b/CS02074 be funded through the Tax Stabilization Reserve. **CARRIED.**

15. 2002/2003 Ice Allocation Plan (City Wide) (Item 17.1)

(a) That the 2002/2003 Ice Plan, attached as Appendix A to the report, as amended, and agreed upon by the Ice Allocation Sub Committee be endorsed;

Note: Amendment: Powerskating Skills School – 3 hour allotment to be included in Appendix A

(b) That the Ice Allocation Principles, attached as Appendix B, which served as the basis in determining the allocation for the 2002/2003-Ice Plan be approved;

Councillor D. Braden indicated that he wished to be recorded as OPPOSED to this subsection.

(c) That the Affiliation Policy, attached as Appendix C, be approved as a 3-5 year phase in project and that staff be authorized to partner with the Hamilton Sports Council in the implementation and education of community sport organizations. **CARRIED.**

Councillor D. Braden indicated that he wished to be recorded as OPPOSED to this subsection.

16. Weekday Non Subsidized Ice Rental Rates (City Wide) (Item 17.2)

(a) That an Ice Rental rate of $125.00 per hour, plus G.S.T for non-subsidised ice users during Non Prime ice hours, be approved.

(b) That "Non Prime" ice use hours be confirmed as Weekdays, 08:00hrs to 15:00hrs, during regular ice use season (Oct. 1st until April 1st) **CARRIED.**

17. Corporate Secretariat Volunteer Co-ordinating Committee Report 02-001 (Item 18.1)

(a) Terms of Reference for the Citizen Committees within the umbrella of the Corporate Secretariat Volunteer Co-ordinating Committee

That the Terms of Reference for the following Citizen Committees within the umbrella of the Corporate Secretariat Volunteer Co-ordinating Committee, (attached as Appendix A to H), be approved:

i) Advisory Committee for Persons with Disabilities
ii) Committee Against Discrimination
iii) Gay, Lesbian, Bisexual and Transgendered Issues Committee (GLBT)
iv) Advisory Committee on Immigrants and Refugees
v) Mundialization Committee
vi) Committee Against Racism
vii) Seniors Advisory Committee
viii) Status of Women Committee. **CARRIED.**

(b) Hamilton Aboriginal Advisory Council

i) That the Hamilton Aboriginal Advisory Council be added to the Corporate Secretariat Volunteer Co-ordinating Committee;

ii) That the Hamilton Aboriginal Advisory Council be recognized as the official Committee to represent the aboriginal community.

(c) That the Advisory Committee for Persons with Disabilities be the accessibility Advisory Committee required by the city of Hamilton pursuant to the Ontarians with Disabilities Act;

(d) That the Council of the City of Hamilton petition the Ministry of Citizenship of the Province of Ontario to amend Section 12(3) of the Ontarians with Disabilities Act, S.O. 2001, c.32 to change the composition of the Accessibility Advisory Committee to provide that a majority of the members of the committee shall include persons with disabilities or parents of minor children with disabilities; and

That the Association of Municipalities of Ontario be requested to support this petition." **CARRIED.**

18. Community Services Volunteer Co-ordinating Committee Report 02-001 (Item 18.2)

(a) Terms of Reference for the Citizen Committees within the umbrella of the Community Services Volunteer Co-ordinating Committee

That the Terms of Reference for the following Citizen Committees within the umbrella of the Community Services Volunteer Co-ordinating Committee, (attached hereto as Appendix A and B), be approved:

i) Hamilton Arts Advisory Commission
ii) Hamilton Historical Board **CARRIED.**

19. Transportation, Operations & Environment Planning and Development Volunteer Co-ordinating Committee Report 02-001 (Item 18.3)

(a) Terms of Reference for the Citizen Committees within the umbrella of the Transportation, Operations and Environment/Planning and Development Volunteer Co-ordinating Committee

That the Terms of Reference for the following Citizen Committees within the umbrella of the Transportation, Operations and Environment/Planning and Development Volunteer Co-ordinating Committee, (attached hereto as Appendix A to F), be approved;

i) Hamilton Cycling Committee
ii) Dundas and Flamborough Environmental Advisory Committee
iii) Keep Hamilton Clean Committee/Stoney Creek Citizens Leading for Environmental Action in Reducing, Reusing and Recycling Committee (CLEAR^3)
iv) Ainslie Wood Westdale Secondary Plan Executive Committee and Team (ASPECT)
v) Agricultural and Rural Affairs Advisory Committee
vi) Central Hamilton Advisory Committee (CHAC)

(b) Anslie Wood Westdale Secondary Plan Executive Committee and Team (ASPECT) – Appointment of Members

That the following be appointed as members of the Ainslie Wood Westdale Secondary Plan Executive Committee and Team (ASPECT) for a term to expire November 30, 2003:

Name	Organization	Mermber Status
Rick Grigg, Chairperson	McMaster Area Task Force Implementation Committee - MATRIC	Primary
Phyllis Tresidder	Ainslie Wood Westdale Community Association - AWWCA	Primary
Michael Bordin	Ainslie Wood Westdale Community Association - AWWCA	Alternate
Linda Axford	McMaster University - Planner	Primary
Andrea Farquar	McMaster University - Public Relations	Alternate
Councillor M. Caplan	Councillor, Ward 1	Primary
Dale Brown	Executive Assistant, Ward 1 Councillor	Alternate
Shelagh Snider	Westdale B.I.A.	Primary

John Garbe	Westdale B.I.A.	Alternate
David Simpson	Westdale B.I.A.	
Mary Pocius	Westdale B.I.A.	
Stephanie Michelle	McMaster Area Task Force Implementation Committee - MATRIC	Primary
Barry Bender	McMaster Area Task Force Implementation Committee - MATRIC	Primary
Dale Parayeski	MATRIC (PACCR)	Primary
Adam Spence	McMaster Students Union, VP Education – MSU	Primary
Evan Mackintosh	McMaster Students Union, President – MSU	Alternate
Peter Topalovic	Society of Off Campus Students – SOCS	Primary
Jim Campbell	Columbia International College	Priimary
R. Court, Director of	McMaster Medical Centre Engineering and Develop.	Primary - MUMC
2 representatives TBA	Industry (e.g., AllanCandy)	Primary
2 representatives TBA	Landlords	Primary

(c) Ancaster Village Core Advisory Committee – Appointment of Members

That the following citizens be appointed as members of the Ancaster Village Core Advisory Committee for a term to expire November 30, 2003:

Art Bowes (Chairman)
Peter Walton
Frank Venema
Allan Beattie

Frances Cheyne
Brad Kuhn
Walter Buchko
Mark Del Cantero
Geoff Walker
Scott Rastin
Gerry Fabri
Tony Cipolla
Councillor Murray Ferguson (as per the terms of reference)

(d) **Agriculture and Rural Affairs Volunteer Committee – Appointment of Members**

That the following citizens be appointed as members of the Agriculture and Rural Affairs Volunteer Committee for a term to expire November 30, 2003:

Roy Shuker (Chair)
Robert Pasuta
Philip Krakar
Dale Smith
Ralph Kikkert
Marjorie Tregunno
Jamie Wood
Barbara Oldfield
Kathy Smith
Robert Murphy
Nancy Mills
Melvin Switzer
Carl Loewith

Note: As per the terms and conditions, two of the four Councillors from Wards 11 (Dave Mitchell), 12 (Murray Ferguson), 14 (Dave Braden), and 15 (Margaret McCarthy) will attend the meetings of the Agriculture and Rural Affairs Volunteer Committee as non-voting members on a rotating basis.

(e) That the following be appointed as members of the Central Area Plan Implementation Committee (CAPIC), for a term to expire November 30, 2003:

Councillor Andrea Horwath	
Mary Pocius, **Secretary**	International Village B.I.A.
Gil Simmons,	North End Neighbourhoods
Russell Elman	Durand Neighbourhood Assoc.
Pauline Mitchell	Hamilton Automobile Club

Gerry Kennedy	Hamilton, Burl. & District R.E. Bd.
Carlo Gorni **or BIA designate**	Downtown B.I.A.
Kay Lodge	Senior Citizens Council
Rick Lintack	Hamilton Society of Architects
Helen Kirkpatrick	Downtown Partnership
Brenda Mitchell, **Vice Chairperson**	Stinson Community Assoc.
Richard Gillespie	Beasley Neighbourhood Assoc.
Dick Simpson	Corktown Neighbourhood
Don Jaffray	Social Planning Research Council
Gary Ostofi, **Chairperson**	Citizen Member

CARRIED AS AMENDED.

20. Floating Casino – West Harbour

(a) That staff initiate discussions with the Federal and Provincial Governments in an effort to determine clarity of jurisdiction on the issue of a proposal for a casino;

(b) That as part of the current planning study for the west harbour area, staff be directed to investigate and report back on the feasibility of an initiative to secure a casino licence for a "floating casino";

CARRIED.

21. Legal Matter - Red Hill Valley (City Wide) (LS02011)

That for the purposes of representing the interest of the City of Hamilton in the recovery of damages and costs incurred as a result of the necessity for it to pursue an Application for Judicial Review to confirm that the Canadian Environmental Assessment Act had no application to the Lincoln Alexander/Red Hill Creek Expressway project, Corporate Council be authorized and directed to expend a sum of money up to $85,000, charged to the Redhill Expressway Capital Project (Cost Centre 4060087009 Legal Servces Account 52425). These costs to be funded by an appropriation transfer within the existing approved Redhill Expressway Capital budget and report back to Council with respect to monies required after this calendar year. **CARRIED.**

Councillors M. McCarthy, A. Horwath, D. Braden indicated that they wished to be recorded as being OPPOSED.

22. Budget Matter (LS02014)

That for the purposes of assisting the City of Hamilton in its on-going legal process of obtaining the necessary permits and meeting various regulatory requirements, such as those of the MOE, to allow for the completion of Expressway construction, Corporate Counsel be authorized and directed to expend a sum of money up to $334,000 in this calendar year to be charged to the Redhill Expressway Capital Project (Cost Centre 4060087009, Legal Services Account 52425) and to report back to Council. **CARRIED.**

Councillors M. McCarthy, A. Horwath, D. Braden and R. Powers indicated that they wished to be recorded as being OPPOSED.

23. Contract Dispute Litigation (FCS02022a)

That Report FCS02022a respecting Contract Dispute Litigation be received. **CARRIED.**

FOR THE INFORMATION OF COUNCIL:

Announcement – Ed Kowalski

The Mayor on behalf of Council extended condolences to the family of Ed Kowalski on his passing. Ed was a retired 38 year employee of the City of Hamilton, as the former Director of Community Development for the City. Ed served on numerous Boards such as the Hamilton Municipal Employees Credit Union, East End Kiwanis, was a long-time member of Kings Forest Golf and Country Club and the GOCHA Group.

(a) DECLARATIONS OF INTEREST

Item 8 **Provincial Mandatory Food Handler Training and Certification - (SPH02023) (Item 13.1)**
Councillor A. Horwath declared an interest as she owns a property where the commercial tenant is a restaurant.

(b) ADOPTION OF MINUTES

The Minutes of August 6, 2002 were adopted as presented.

(c) DELEGATION REQUESTS

The following delegation requests were approved for referral to the Hearings Sub-Committee:

3.1 Request to address the Hearings Sub-Committee by Mr. Sergio Manchia, Rebecca Street Holdings (Hamilton) Inc. respecting Core Heritage 2000 Application

3.2 Request to address the Hearings Sub-Committee by Mr. Stu MacDonald respecting issue of wearing Club colours

(d) The following items were withdrawn from the agenda:

(i) City of Hamilton Flag & Badge (CSE02022) - (City Wide) (Item 8.1)

(ii) Extension of Closing Date and Clause Amendment - Transaction between the City of Hamilton and CanAmera Foods (Wards 2 & 3) (ECO02009) (Item 9.1)

(e) PRIVATE AND CONFIDENTIAL

Committee of the Whole moved In Camera to deliberate items of litigation and following discussion reconvened in Open Session.

(f) Notice of Motion

The following Notice of Motion was placed by Councillor McCarthy:

a) That an information session be presented to Council and staff by Ministry of Transportation analysing the issues surrounding the Mid-Peninsula Corridor and that this meeting be organized as soon as possible;

b) That the City of Hamilton Transportation Staff work jointly with the staff of the neighbouring regions affected by the corridor route with regards to seeking public input on the proposal and committing to joint municipal conditions should the highway be put forward by the Province;

c) That the peer review group currently retained by Burlington and the City of Hamilton present its findings to the public jointly in September and advertise jointly with Burlington on the public meeting to take place both in Burlington and Hamilton.

g) GENERAL INFORMATION

The following items were addressed during the General Information Section:

i) Odour Control By-law – staff to report back

ii) Downtown cleanliness – staff to report back on how much it cost to keep the downtown clean prior and during FCM.
iii) Opportunities Fund – update – staff working on a report for the fall.

The Committee of the Whole adjourned at 2:15 p.m.

Respectfully submitted,

R. Wade
Mayor

K. Christenson, City Clerk
M. Gallagher, Co-ordinator, Committee of the Whole/Council
August 13, 2002

SECTION 3

3.1

From: Nadin McLeod [nmcleod@lakeportbeverage.ca]
Sent: August 16, 2002 12:36 PM
To: 'mgallagh@city.hamilton.on.ca'
Cc: 'arawlings@city.hamilton.on.ca'
Subject: Request to Speak to Members of Council

Dear Ms Gallagher:

Ms Teresa Cascioli, President & C.E.O. of Lakeport Brewing Corporation is requesting to speak to the Members of Council with respect to the installation of a drive-through Beer Store at our facility.

Please provide delegation status.

Kindly call to confirm.

Nadine McLeod
Executive Assistant
Telephone: (905) 523-4200, ext. 213

3.2

From: Susan Carreau [dmha@sympatico.ca]
Sent: August 22, 2002 9:51 PM
To: mgallagh@city.hamilton.on.ca
Subject: re: request to speak to members at council

The Dundas Minor Hockey Association is trying to decipher the newly approved ice allocation concerning youth vs. adult. At this time we are working on our programming had have found discrepancies throughout the city. At this time we would like to address the council about our concerns and would ask that it be added to the earliest possible agenda.

Sincerely,
Mr. Mike Anderson
President, Dundas Minor Hockey

3.3

From: WHITEHOUSE, JANET [janet.whitehouse@bell.ca]
Sent: August 28, 2002 10:04 AM
To: marygallagh@city.hamilton.on.ca
Subject: Committee of the Whole

Mary:

I was speaking with Alexandra, and she directed me to you with regards to securing some time at a Committee of the Whole meeting in the near future.

If the following request could be put on your September 10th list to approach the committee.

Mayor Wade had suggested to my President, Terry Mosey, that my VP, John Hertel and myself present to the committee our exciting news and plans for our expansion into a new location in downtown Hamilton.

Our move to 110 King W will show our committment to helping with the revitalization of the downtown core, and at the same time, encouraging other business to consider this area.

We would like to share some of our plans, timelines, and our investment in this project with the committee at a September or October meeting, if possible.

Thank you very much for considering my request.

Regards, Janet

Janet R Whitehouse
Regional Liaison Manager
Bell-Community Development
2129 Winding Way
Burlington Ontario
L7M 2X7

TEL: 905-336-2413
FAX: 905-336-8715

TOLL FREE: 1-800-355-1746

janet.whitehouse@bell.ca

SLC Student Living Centres

3.4

August 30, 2002

The City of Hamilton
Office of the City Clerk
71 Main St. West – 2nd Floor
Hamilton, ON
L8S 1L8
Att: Kevin C. Christenson

Sent by Fax (905) 546-2095 – 1 Page

Re: Appear before Hearing Subcommittee
Student Living Centres Proposed Downtown Student Housing Project
Jackson/John Streets

Dear Mr. Christenson,

Student Living Centres would like to have the opportunity to appear in front of the Hearing Subcommittee on September 18, 2002, to update the committee regarding the proposed student residence project to be built at Jackson/John Streets.

We would like to make a 15 minute presentation to the Committee to communicate the details to them.

Thank you for your attention to this matter.

Yours truly,

Richard Leibtag
President

1063 King St. West #166, Hamilton, Ontario, L8S 1L8 Office: 905 521-0731 Fax: 905 521-2388

SECTION 4

AFFECTS
WARD 2

CITY OF HAMILTON

4.1

PLANNING AND DEVELOPMENT DEPARTMENT
Downtown Renewal Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Lee Ann Coveyduck General Manager
Date:	August 30, 2002	**Prepared by:**	Hazel Milsome
File:	1001-12		(905) 546-2755

SUBJECT: **King Street West Business Improvement Area (B.I.A.) Revised Board of Management (PD02053(a)) (Ward 2)**

RECOMMENDATION:

That the following individuals be appointed to the King Street West B.I.A.'s Board of Management:

Diego Almonte	Metro, 256 King Street West
Frank Bergen	Mon Petit Chou, 300 King Street West
Tina Alaouze	Serendipity, 228 King Street West

Lee Ann Coveyduck
General Manager
Planning and Development Department

EXECUTIVE SUMMARY:

Appointment of new members to the King Street West B.I.A.'s Board of Management.

BACKGROUND:

At its Board of Management meeting held August 1st, 2002, the King Street West B.I.A. elected Diego Almonte, Frank Bergen and Tina Alaouze to its Board of Management for the remainder of the 2001-2003 term of office. The Board also accepted the resignation of David Vukmanich and Mark Milligan.

ANALYSIS OF ALTERNATIVES:

Not applicable.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial – Not applicable.

Staffing – There are no staffing implications.

Legal – The Municipal Act, Section 220 governs B.I.A.s. Section (6) stipulates "A Board of Management established under subsection (1) is a body corporate and shall consist of such number of members appointed by council as the council considers advisable, at least one of whom shall be a member of the council and the remaining members shall be individuals who are persons who are entitled to notice under subsection (2) or clause (2.1) (a) or who are nominated by such persons".

POLICIES AFFECTING PROPOSAL:

Not applicable.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Not applicable.

CITY STRATEGIC COMMITMENT:

The initiatives of B.I.A.s' help create an attractive business district that extends to the local residents through the creation of a safer, cleaner and more aesthetically attractive district with positive results in the quality of life of its residents. Healthy business districts support neighbourhoods and healthy neighbourhoods support business districts. Economic health and healthy communities are important strategic objectives of the City.

HM:hm LM.M.

c.c. Andrew Little, Chair, King Street West B.I.A.

AFFECTS
WARDS 2 & 3

CITY OF HAMILTON

4.2

PLANNING AND DEVELOPMENT DEPARTMENT
Downtown Renewal Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Lee Ann Coveyduck General Manager
Date: **File:**	August 30, 2002 1001-8	**Prepared by:**	Hazel Milsome (905) 546-2755

SUBJECT: Barton Village Business Improvement Area (B.I.A.) Revised Board of Management (PD02113(a)) (Wards 2 & 3)

RECOMMENDATION:

That the following individual be appointed to the Barton Village B.I.A.'s Board of Management:

Joseph Lavadinho	SottoBank, 281 Barton Street East

Lee Ann Coveyduck
General Manager
Planning and Development Department

EXECUTIVE SUMMARY:

Appointment of new members to the Barton Village B.I.A.'s Board of Management.

BACKGROUND:

At its Board of Management meeting held July 31st, 2002, the Barton Village B.I.A. elected Joseph Lavadinho to its Board of Management for the remainder of the 2001-2003 term of office.

The Barton Village B.I.A.'s constitution dictates that the Board of Management will consist of a minimum of seven (7) members (not including its Ward Councillors). The appointment of the above individual brings the number of Board members to eight (8), not including the Ward Councillors, and therefore is in accordance with the Barton Village B.I.A.'s constitution.

ANALYSIS OF ALTERNATIVES:

Not applicable.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial – Not applicable.

Staffing – There are no staffing implications.

Legal – The Municipal Act, Section 220 governs B.I.A.s. Section (6) stipulates "A Board of Management established under subsection (1) is a body corporate and shall consist of such number of members appointed by council as the council considers advisable, at least one of whom shall be a member of the council and the remaining members shall be individuals who are persons who are entitled to notice under subsection (2) or clause (2.1) (a) or who are nominated by such persons".

POLICIES AFFECTING PROPOSAL:

Not applicable.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Not applicable.

CITY STRATEGIC COMMITMENT:

The initiatives of B.I.A.s' help create an attractive business district that extends to the local residents through the creation of a safer, cleaner and more aesthetically attractive district with positive results in the quality of life of its residents. Healthy business districts support neighbourhoods and healthy neighbourhoods support business districts. Economic health and healthy communities are important strategic objectives of the City.

HM:hm RMM

c.c. Keith Cody, Executive Director, Barton Village B.I.A.

AFFECTS
WARD 15

CITY OF HAMILTON

4.3

PLANNING AND DEVELOPMENT DEPARTMENT
Downtown Renewal Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Lee Ann Coveyduck General Manager
Date: **File:**	August 30, 2002 1001-13	**Prepared by:**	Hazel Milsome (905) 546-2755

SUBJECT: **Waterdown Business Improvement Area (B.I.A.)**
Revised Board of Management (PD02078(a)) (Ward 15)

RECOMMENDATION:

That the following individual be appointed to the Waterdown B.I.A.'s Board of Management:

Dr. Amy Zuccolo	35 Main Street North, Unit 4

LeeAnn Coveyduck

Lee Ann Coveyduck
General Manager
Planning and Development Department

EXECUTIVE SUMMARY:

Appointment of a new member to the Waterdown B.I.A.'s Board of Management.

BACKGROUND:

The Waterdown B.I.A.'s Board of Management at a recent meeting, elected Dr. Amy Zuccolo to its Board of Management for the remainder of the 2001-2003 term of office. The Board also accepted the resignation of Tammy Peters.

The Waterdown B.I.A.'s constitution dictates that the Board of Management will consist of a maximum of eight (8) members (not including its Ward Councillor). The appointment of the above individual brings the number of Board members to eight (8), not including the Ward Councillor, and therefore is in accordance with the Waterdown B.I.A.'s constitution.

ANALYSIS OF ALTERNATIVES:

Not applicable.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial – Not applicable.

Staffing – There are no staffing implications.

Legal – The Municipal Act, Section 220 governs B.I.A.s. Section (6) stipulates "A Board of Management established under subsection (1) is a body corporate and shall consist of such number of members appointed by council as the council considers advisable, at least one of whom shall be a member of the council and the remaining members shall be individuals who are persons who are entitled to notice under subsection (2) or clause (2.1) (a) or who are nominated by such persons".

POLICIES AFFECTING PROPOSAL:

Not applicable.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Not applicable.

CITY STRATEGIC COMMITMENT:

The initiatives of B.I.A.s' help create an attractive business district that extends to the local residents through the creation of a safer, cleaner and more aesthetically attractive district with positive results in the quality of life of its residents. Healthy business districts support neighbourhoods and healthy neighbourhoods support business districts. Economic health and healthy communities are important strategic objectives of the City.

HM:hm

c.c. Ray Plate, Executive Director, Waterdown B.I.A.

AFFECTS WARD 9

CITY OF HAMILTON

4.4

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Roads & Traffic

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng. General Manager
Date:	August 27, 2002	**Prepared by:**	Leanne Ryan Extension 5925

SUBJECT: **Pavement Marking Revisions - King Street from Battlefield Drive to Second Street South (TOE02172) - (Ward 9)**

RECOMMENDATION:

(a) That a two-way left turn lane be implemented in the centre lane on King Street in the Stoney Creek district between Battlefield Drive and Second Street;

(b) That an appropriate by-law to amend City of Hamilton Traffic By-law 01-215 be passed and enacted.

Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

EXECUTIVE SUMMARY:

Through Councillor Bain's office, staff received a resident request to review the traffic flow and turning manoeuvres at the signalised intersection of King Street and Village Green/Walker Avenue. The concerned pertained to opposing left turns within the limits of the intersection related to adjacent driveway access. During the study review process, a pattern of rear end and opposing left turn collisions was evident on King Street east and west of Village Green/Walker Avenue. After analysing the existing pavement markings, traffic volumes, pavement width, intersection spacing, and location of driveways, it is recommended that a two-way left turn lane be painted on King Street between Battlefield Drive and Second Street. The provision of the two-way left turn lane is considered a collision counter-measure as it will provide a storage area outside of the through traffic flow for motorists attempting to turn into or out of the numerous private, commercial and medical facility driveways between Battlefield Drive and Second Street.

The City of Hamilton's Shifting Gears Cycling Plan report (December 1999) designates King Street through the study area as an on-street bike route. The proposed pavement marking revisions comply with the Council approved cycling document by providing wide eastbound and westbound driving lanes that conform to the requirements for combined auto/bike use lanes.

The proposed pavement marking revisions will necessitate the removal of two existing areas of on-street parking. Letters were distributed to the directly affected property owners advising of the pavement marking proposal, the safety factors generating the modifications, and that existing on-street parking would be removed. Comments from property owners at both locations were received. The first location is on the north side of King Street west of Village Green/Walker Avenue, opposite the Arena and Community Park. The concerned property owner owns No. 56 King Street, a low-rise 12 unit apartment building. This property provides no on-site visitor parking, and visitors use the 5 to 6 on-street parking spaces directly in front of the building. Although the nearest side streets are not directly adjacent to the apartment building, they are within walking distance and do provide on-street parking.

The second are of parking to be removed is on the south side of King Street between Wardrope Avenue and Second Street. The adjacent land use at this location is medical/institutional, and the concern expressed over the loss of on-street parking by one property owner has been addressed by an adjustment to the on-street parking regulations on Second Street directly adjacent to the owners medical office.

BACKGROUND:

A resident of a high density apartment building/medical office complex on the north-east corner of King Street and Heritage Green/Walker Avenue contacted Councillor Bain regarding a collision that she had been involved in at the above noted signalised intersection. The resident was eastbound on King Street attempting to turn left into the apartment driveway by driving in the designated westbound left turn lane. It is a contravention of the Highway Traffic Act to travel the wrong way in a marked turning lane. The subject driveway is considered too close to the intersection to accommodate eastbound left turns. Staff will contact the property owner and strongly suggest that this driveway be converted to provide only outbound vehicle traffic flow by posting appropriate signs on private property. The second driveway to the complex is located further east and is considered satisfactory.

ANALYSIS OF ALTERNATIVES:

In considering the high volume of traffic on King Street, one lane of traffic in each direction through most of the study area, minimal gaps in opposing traffic to permit left turns, and a pattern of rear end type of collisions, it was determined that the above noted modification to the apartment driveway would not on its own merit significantly reduce the collision frequency noted on the extended road section. In this situation, rear end collisions indicate that motorists travelling on the main roadway are frequently required to stop or slow dramatically for turning motorists. The provision of a centre two-way left turn lane is a recommended alternative to reduce rear end type collisions. The centre turning lane provides a storage area for left turning motorists outside of the through traffic flow and thereby reduces the probability of through motorists having to slow down/stop. The curb to curb pavement width on King Street is wide enough to allow one eastbound and one westbound through lane, plus the two-way centre turning lane. The through lanes will conform to the City standard for combined vehicle/bicycle lanes.

Removal of two pockets of on-street parking on King Street is required as the curb lanes will now function as driving lanes. The elimination of on-street parking is an inconvenience to the adjacent property owners or tenants, specifically the two low-rise apartment buildings on the north side west of Village Green/Walker Avenue. However, the potential for a reduction in personal injury and property damage collisions increases with the implementation of the two-way left turn lane and subsequent on-street parking removal. We note that smoother traffic flow may be achievable as the delay created by traffic queued behind left turning vehicles will be reduced. The two-way left turn lane also provides a halfway storage area for motorists entering King Street from adjacent driveways.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The proposed pavement marking revisions can be accommodated in the current budget pavement marking program.

POLICIES AFFECTING PROPOSAL:

The provision of a two-way left turn lane provides the opportunity to comply with the City of Hamilton Shifting Gears Cycling Plan bike route report prepared in 1999. The report is Council approved and provides guidance in establishing bikeways throughout the City. King Street between Battlefield Drive and Second Street is a segment of a longer on-street bike route. The proposed pavement marking revisions have considered the Shifting Gears report by providing sufficient lane width to accommodate simultaneous vehicle/bike travel.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Parking and Enforcement Operations staff have been advised of the proposed pavement marking revision, and will provide a report on this issue dealing with the on-street by-law revisions.

Corporate Buildings and Real Estate Division staff were contacted to ascertain the possibility of residents or guests from the apartment buildings on the north side of King Street, using the Stoney Creek Arena/Community Park parking lot. Although staff have observed people from the apartment buildings parking in the City lot, there is no official agreement. The parking lot for the City facility is not large, and it would be considered undesirable to permanently lose parking spaces to non-facility users.

CITY STRATEGIC COMMITMENT:

The review of reportable collision occurrences on King Street between Battlefield Drive and Second Street indicates that a two-way centre left turn lane is required to provide a storage area for turning vehicles apart from the heavy through traffic flow and subsequently reduce the collision potential. The installation of driving lanes of sufficient width to serve vehicles and bicycles is in accordance with the City's approved Shifting Gears Cycling Plan report.

The provision of a centre two-way left turn lane can reduce vehicle emissions and fuel usage by reducing the volume of vehicles in the through traffic flow that must slow down or stop behind left turning drivers waiting for gaps in opposing traffic.

Attached: By-law and Key Map

Authority: Item , Name of Committee
Report
CM: Date

Bill No.

CITY OF HAMILTON

BY-LAW NO. ________

To Amend By-law No. 01-215
Being a By-law to Regulate Traffic

WHEREAS Section 210(123) of the Municipal Act, R.S.O. 1990, Chapter M.45, as amended, confers upon the councils of all municipalities the power to enact by-laws for regulating traffic on highways subject to the Highway Traffic Act;

AND WHEREAS Section 314(7) of the Municipal Act confers upon councils of all municipalities the power to enact by-laws to provide for placing, regulating and maintaining upon the public highways traffic signs for the purpose of guiding and directing traffic;

AND WHEREAS on the 18th day of September, 2001, the Council of the City of Hamilton enacted By-law No. 01-215 to regulate traffic;

AND WHEREAS it is necessary to amend By-law No. 01-215;

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

1. Schedule 13 (Designated Traffic Lanes) of By-law No. 01-215, as amended, is hereby further amended by adding to Section "G" thereof the following item, namely:

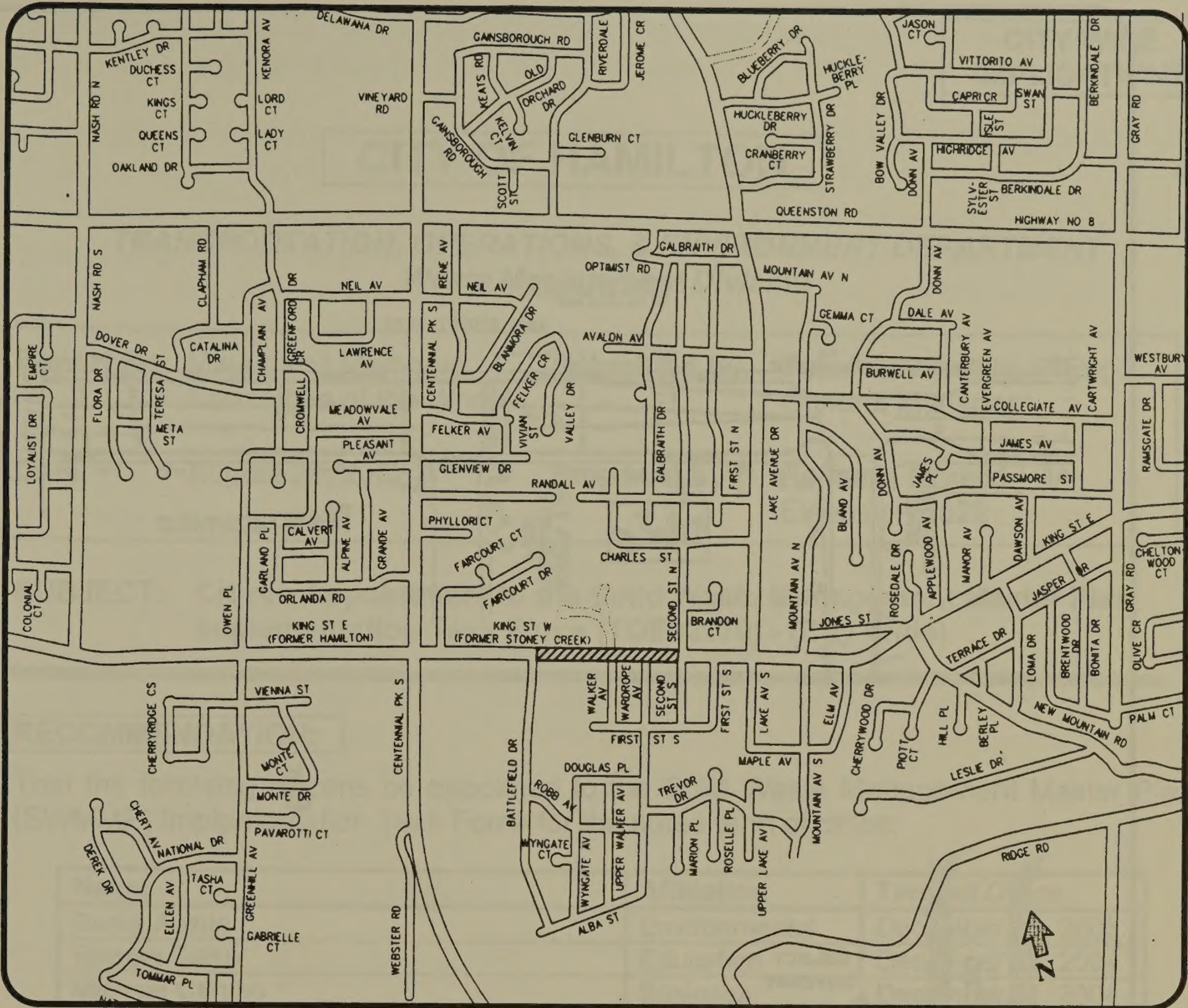
"King Street West	Battlefield Drive to Second Street	Centre	Anytime	Easterly to Northerly and Westerly to Southerly"

2. Subject to the amendment made in this By-law, in all other respects, By-law No. 01-215, including all Schedules thereto, as amended, is hereby confirmed unchanged.

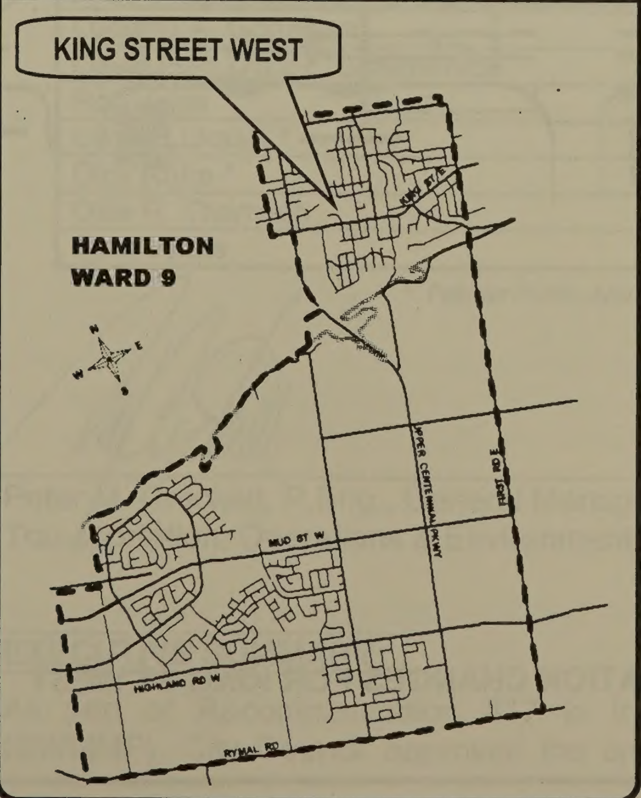
3. This By-law shall come into force and take effect on the date of its passing and enactment.

PASSED and ENACTED this day of , 2002

MAYOR CLERK


DELAWANA DR
KENTLEY DR
DUCHESS CT
KINGS CT
QUEENS CT
OAKLAND DR
NASH RD N
KENORA AV
LORD CT
LADY CT
VINEYARD RD
GAINSBOROUGH RD
KEATS RD
OLD ORCHARD DR
KELVIN CT
SCOTT ST
RIVERDALE DR
JEROME CR
GLENBURN CT
BLUEBERRY DR
HUCKLEBERRY PL
HUCKLEBERRY DR
CRANBERRY CT
STRAWBERRY DR
BOW VALLEY DR
DONN AV
JASON CT
VITTORITO AV
CAPRI CR
SWAN ST
ISLE ST
HIGHRIDGE AV
BERKINDALE DR
SYLVESTER ST
GRAY RD
QUEENSTON RD
HIGHWAY NO 8
GALBRAITH DR
OPTIMIST RD
MOUNTAIN AV N
GEMMA CT
DALE AV
NASH RD S
CLAPHAM RD
NEIL AV
IRENE AV
DOVER DR
CATALINA DR
CHAMPLAIN AV
GREENFORD DR
LAWRENCE AV
CENTENNIAL PK S
BLANMORA DR
FELKER CR
AVALON AV
EMPIRE CT
FLORA DR
TERESA ST
META ST
CROMWELL CR
MEADOWVALE AV
FELKER AV
VIVIAN ST
VALLEY DR
BURWELL AV
CANTERBURY AV
EVERGREEN AV
CARTWRIGHT AV
WESTBURY AV
COLLEGIATE AV
LOYALIST DR
PLEASANT AV
GLENVIEW DR
RANDALL AV
GALBRAITH DR
FIRST ST N
LAKE AVENUE DR
BLAND AV
JAMES PL
JAMES AV
PASSMORE ST
RAMSGATE DR
CALVERT AV
ALPINE AV
GRANDE AV
PHYLLORI CT
FAIRCOURT CT
FAIRCOURT DR
CHARLES ST
SECOND ST N
ROSEDALE DR
APPLEWOOD AV
MANOR AV
DAWSON AV
KING ST E
CHELTONWOOD CT
GARLAND PL
ORLANDA RD
OWEN PL
COLONIAL CT
KING ST E (FORMER HAMILTON)
KING ST W (FORMER STONEY CREEK)
BRANDON CT
MOUNTAIN AV N
JONES ST
JASPER DR
TERRACE DR
LOMA DR
BRENTWOOD DR
BONITA DR
OLIVE CR
GRAY RD
VIENNA ST
CENTENNIAL PK S
WALKER AV
WARDROPE AV
SECOND ST S
FIRST ST S
LAKE AV S
ELM AV
CHERRYWOOD DR
PIOTT CT
HILL PL
BERLEY PL
NEW MOUNTAIN RD
PALM CT
CHERRYRIDGE CS
MONTE CT
FIRST ST S
BATTLEFIELD DR
DOUGLAS PL
MAPLE AV
MOUNTAIN AV S
LESLIE DR
MONTE DR
CHERT AV
NATIONAL DR
PAVAROTTI CT
ROBB AV
TREVOR DR
DEREK DR
TASHA CT
WYNGATE CT
WYNGATE AV
UPPER WALKER AV
MARION PL
ROSELLE PL
UPPER LAKE AV
RIDGE RD
ELLEN AV
GREENHILL AV
GABRIELLE CT
WEBSTER RD
ALBA ST
TOMMAR PL
N

KEY MAP


KING STREET WEST
HAMILTON
WARD 9
N
E
W
KING ST E
MUD ST W
UPPER CENTENNIAL PKWY
FIRST RD E
HIGHLAND RD W
RYMAL RD

LOCATION PLAN

PROPOSED
TWO-WAY LEFT TURN LANE:
KING STREET WEST
BATTLEFIELD DRIVE TO
SECOND STREET NORTH/SOUTH
CITY OF HAMILTON
TRANSPORTATION, OPERATIONS & ENVIRONMENT

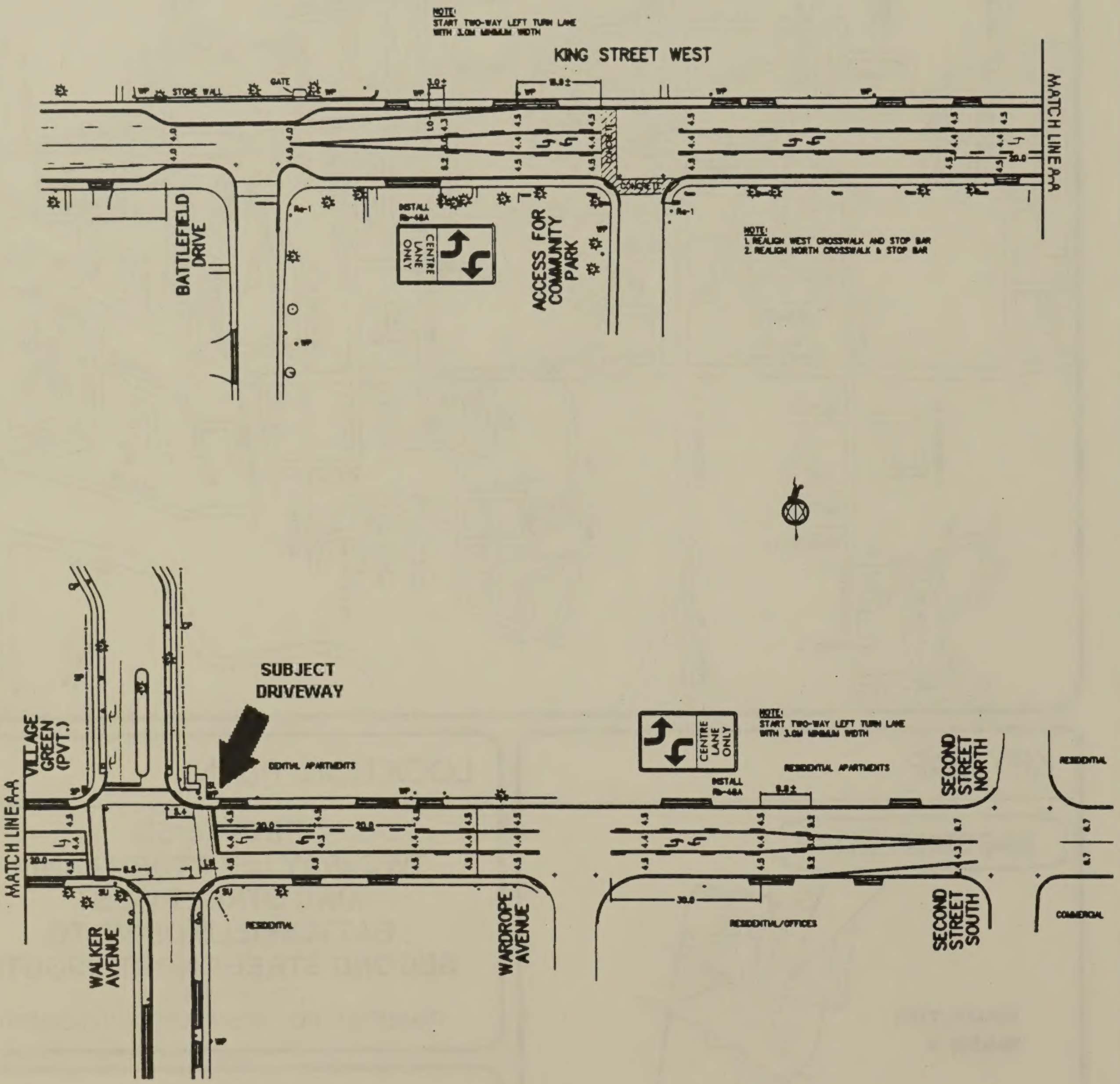
LEGEND

▨

SUBJECT ROAD

SCALE	DATE
NOT TO SCALE	**2002-08-27**

REFERENCE FILE NO: **TOE02172**


NOTE:
START TWO-WAY LEFT TURN LANE
WITH 3.0M MINIMUM WIDTH
KING STREET WEST
STONE WALL
GATE
BATTLEFIELD DRIVE
INSTALL Rb-48A
CENTRE LANE ONLY
ACCESS FOR COMMUNITY PARK
CONCRETE
NOTE:
1. REALIGN WEST CROSSWALK AND STOP BAR
2. REALIGN NORTH CROSSWALK & STOP BAR
MATCH LINE A-A
SUBJECT DRIVEWAY
VILLAGE GREEN (PVT.)
RESIDENTIAL APARTMENTS
WALKER AVENUE
RESIDENTIAL
WARDROPE AVENUE
CENTRE LANE ONLY
NOTE:
START TWO-WAY LEFT TURN LANE
WITH 3.0M MINIMUM WIDTH
INSTALL Rb-48A
RESIDENTIAL APARTMENTS
RESIDENTIAL/OFFICES
SECOND STREET NORTH
SECOND STREET SOUTH
RESIDENTIAL
COMMERCIAL
MATCH LINE A-A

RECOMMENDED LANE DESIGNATION CHANGES FOR KING ST WEST

CITY WIDE IMPLICATIONS

4.5

CITY OF HAMILTON

TRANSPORTATION, OPERATIONS, & ENVIRONMENT DEPARTMENT
Waste Management Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng. General Manager
Date:	August 26, 2002	**Prepared by:**	Raffaella Morello Extension 5522

SUBJECT: Citizen Appointment to the Solid Waste Management Master Plan Implementation Task Force (TOE02170) - (City Wide)

RECOMMENDATION:

That the following citizens be appointed to the Solid Waste Management Master Plan (SWMMP) Implementation Task Force for the noted term of office:

Name	Affiliation	Term of Office
Burke Austin	Environmental	December 31, 2005
Roman Caruk	Education	December 31, 2004
Michael Caruso *	Business	December 31, 2004
Rena Marie Cornelius *, Vice-Chairperson	Public	December 31, 2005
Dorienne Cushman	Public	December 31, 2003
Mary Lou Dickson	Public	December 31, 2005
Luciano A. Gonzalez	Public	December 31, 2005
David Hart Dyke *, Chairperson	Environmental	December 31, 2005
Ron Joice	Public	December 31, 2003
Lynda Lukasik *	Environmental	December 31, 2004
Dick Raha *	Education	December 31, 2003
Ollie R. Thomson	Business	December 31, 2004
Tony Waite	Public	December 31, 2003

* Former Public Advisory Committee Member

Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

EXECUTIVE SUMMARY:

As part of Recommendation #17 in the Solid Waste Management Master Plan (SWMMP), City Council approved the creation of the SWMMP Implementation Task

Force in order to provide public input for the implementation of the various components of the City's new integrated waste management system.

The mandate of the Task Force is to advise and assist the City of Hamilton with the implementation and monitoring of the Solid Waste Management Master Plan. The responsibilities of the Task Force include the following:

- Provide a community-based forum to present a wide range of input to the Solid Waste Management Master Plan;
- Provide input and recommendations on waste management initiatives;
- Assist in identifying and resolving community concerns related to the waste management system;
- Assist in research of new waste management practices and solutions;
- Participate in public consultation and community events in co-ordination with the Waste Management Division Community Outreach efforts.

The Task Force is comprised of individuals reflecting a broad range of socio-economic and environmental interests including residents, businesses, education, and local organizations. Through their community networks, Task Force members will gather information and provide feedback to Staff and Council on the performance and public acceptance of the waste management system. The membership is comprised of:

- Six members of the Public representing all City waste collection zones.
- Two representatives from the Business Sector.
- Two representatives from the Education Sector.
- Three representatives from the Environmental Sector.

Members were selected by the SWMMP Steering Committee based on a review of the applications submitted and approved the Task Force members at its meeting of June 13, 2002. Given the need for Task Force members to begin familiarizing themselves about the SWMMP as quickly as possible, the Steering Committee gave approval for the Task Force to meet on an interim basis in the interest of time. This approval was given with the understanding that members would be endorsed by Council as soon as a report could be prepared.

The Task Force held interim meetings on June 19, 2002 and July 17, 2002. It is anticipated that meetings will be held monthly. The Task Force elected David Hart Dyke and Rena Marie Cornelius as Chairperson and Vice Chairperson respectively. Future Task Force meetings will be advertised on the City's website and will be open to all members of the community. Non-members are encouraged to attend and participate in the meetings.

BACKGROUND:

On December 12, 2001, Hamilton City Council approved the nineteen strategic recommendations in the City's Solid Waste Management Master Plan to set out a framework for the City's waste management system over the next 25 years. The Master

Plan was developed through a public consultation process with the assistance of a Public Advisory Committee (PAC).

The PAC included a recommendation in the Master Plan to support the creation of a Waste Management Implementation Task Force. The purpose of the Task Force is to assist staff and City Council to implement and monitor changes of various components of the new waste management system. Several PAC members expressed interest in continuing their participation in the implementation of the Master Plan recommendations.

The Terms of Reference and selection process were developed by Staff from the Waste Management Division and approved by the SWMMP Steering Committee. The Terms of Reference is presented in **Appendix A**.

The Waste Management Division was responsible for advertising the positions on the Task Force. A variety of methods were used to solicit applications:

- Application packages were emailed, faxed, or mailed to former PAC members and various stakeholder groups to request their members consider participating;
- Applications were distributed to the Councillor's Office to be distributed to constituents; and
- Advertisements were placed in local newspapers and the public had the opportunity to access the application form on the City's Web Site or at the Municipal Service Centres.

ANALYSIS OF ALTERNATIVES:

Applications were received for a one-month period. A total of thirty-nine applications were received for the Task Force. The applications were sorted according to membership category. Telephone interviews were conducted with all the applicants to determine their interest in participating on the SWMMP Implementation Task Force. On June 3, 2002, the SWMMP Implementation Task Force Selection Committee consisting of members of the SWMMP Steering Committee reviewed the applications and recommended thirteen candidates be appointed to the Task Force. The applicants were selected based on their interest and ability to represent their sector. The applicants were subsequently approved by the SWMMP Steering Committee.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The staffing level to support the SWMMP Implementation Task Force will be provided by the Waste Management Division. The Task Force will report to the SWMMP Steering Committee. City representatives including staff and Councillors are non-voting members of the Task Force.

The Task Force will provide valuable advice to Council and City staff, assist with community outreach, and act as representatives with stakeholder community groups.

POLICIES AFFECTING PROPOSAL:

The establishment of the SWMMP Implementation Task Force is outlined in the City of Hamilton Solid Waste Management Master Plan. The Task Force will assist the City to adopt an effective solid waste management system.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Consultation was undertaken with the City Clerk's Department to use a similar application process currently used for City Volunteer Committees.

CITY STRATEGIC COMMITMENT:

Hamilton's Mission, Vision, Values and Goals Statement

The development of the SWMMP Implementation Task Force is consistent with Hamilton's Mission, Vision, Values and Goals Statement.

The Task Force fulfills several of the goals for the City, including:

- To harness the energy of the citizens of the City of Hamilton and to fulfill the City's obligation to be open and accessible, Council commits to communicate clearly and effectively with the public; provide full information about services, their costs and how well they meet clear performance targets.
- Assist staff and Council to pursue best practices to ensure best value in waste management service delivery which includes economics, accountability, service quality, accessibility and other community priorities that must be taken into account as per Council policy.
- To work with academia, the community and private sector to study issues related to our natural environment, provide valuable advice and put forward action plans.

Sustainable Development - VISION 2020

The contribution and community spirit of volunteers is recognized, and considered valuable to assist the City with its vision and goals of promoting a healthy and prosperous community to live and work. The Task Force will assist the City with fulfilling the goal of managing waste safely and responsibly.

APPENDIX A -
SOLID WASTE MANAGEMENT MASTER PLAN IMPLEMENTATION TASK FORCE

TERMS OF REFERENCE

1.0 MANDATE

The mandate of the Implementation Task Force is to advise and assist the City of Hamilton with the implementation and monitoring of the Solid Waste Management Master Plan (SWMMP).

2.0 ROLES & RESPONSIBILITIES

The role of the Solid Waste Management Master Plan Implementation Task Force (ITF) is to review and provide timely advice and recommendations on the Solid Waste Master Plan Implementation Process. The ITF shall report to the SWMMP Steering Committee and the Waste Management Division. The roles and responsibilities of the ITF includes but is not limited to the following:

a) Review and understand the approved City of Hamilton Solid Waste Management Master Plan;

b) Review the operation of the City's waste management system and current services;

c) Provide a community-based forum to present a wide range of input to the Solid Waste Management Master Plan;

d) Review reports, studies, and other documents on waste management issues that may be presented to the ITF by the City, consultants, community organizations, or the general public, and to provide input and recommendations to the City regarding these issues through the SWMMP Steering Committee;

e) Assist in research of new waste management practices and solutions;

f) Form sub-committees to deal with specific issues or functions as they arise;

g) Examine and advise on issues brought forward by members of the general community including businesses, residents, education, and local organizations;

h) Assist in identifying and resolving community concerns regarding the waste management system;

i) Gather information and provide feedback on the performance and overall public acceptance of the Solid Waste Management Master Plan;

j) Communicate ITF decisions with their respective stakeholder groups, and the general community, when applicable; and

k) Designate representatives to participate or present information at staff meetings, SWMMP Steering Committee meetings, City Council, and at public events in co-ordination with the Waste Management Division's Community Outreach Section.

3.0 MEMBERSHIP TERMS AND CONDITIONS

The ITF membership will reflect a broad range of socio-economic and environmental interests in the community including residents, businesses, education, and local organizations. The terms and conditions of membership are the following:

a) The member must be a resident of the City of Hamilton and at least 18 years old.

b) Membership is open to any person who fully accepts these Terms of Reference;

c) Membership is voluntary;

d) New members will be approved by the ITF and staff through an application and interview process;

e) Members must report any conflict of interest issues prior to decision-making;

f) Members shall operate in a consensus mode, allowing members to discuss their respective views and opinions and to listen to others;

g) Members are asked to review all documents, agendas, and minutes presented to them to make informed decisions; and

h) Some activities of the ITF will require additional time commitments dependent upon the nature of the project undertaken.

4.0 ORGANIZATION

4.1 Representation

Implementation Task Force meetings shall be open to all members of the community.

- Implementation Task Force members.
- Representatives consisting of consultants, municipal facility operators, waste management specialists, and others as required.
- Public participants.
- City representatives including staff and Councillors.

4.2 Membership Composition

The Implementation Task Force (ITF) shall have a maximum of thirteen **(13)** members. The Solid Waste Management Master Plan Steering Committee will invite representatives from the following groups to join the Implementation Task Force:

- Two representatives from the Education Sector.
- Two representatives from the Business Sector.
- Two representatives from the Environmental Sector.
- Six members of the Public representing all City waste collection zones.

In the event that there is insufficient interest in any particular sector, the position will be filled by a representative of another Sector or a Public Member.

The six Public Members will be exclusive from the rest of the membership.

4.3 Operation

a) A quorum shall be achieved when 50% plus one member of the ITF membership body is present.

b) The ITF shall appoint a Chairperson and Vice-Chairperson by election. The Chairperson and Vice-Chairperson will serve for the duration of one year. The Chairperson and Vice-Chairperson shall serve in this position for a maximum of two terms if re-elected. An annual election will be held to refill the positions of Chairperson, and Vice-Chairperson.

c) Nominations for each of the positions will be received from the membership body. The nominated individuals will have the opportunity to accept or decline the nomination. Members will be allowed to vote for the individuals who accept the nomination. The person receiving the largest number of votes will be elected for the respective position.

d) In the absence of the Chairperson, the Vice-Chairperson or a designate appointed by the Chairperson should assume the role and rights of the Chairperson.

e) The Chairperson has the responsibility of facilitating the meeting. In the absence of the Chairperson, the Vice-Chairperson or designate will facilitate the meeting.

f) Decision-making will be based on the principle that everyone has a right to express his or her opinion. Decisions will be made by a vote of 50% plus one.

g) Voting members of the ITF are allowed to make motions for decision-making. Motions cannot be passed if a quorum is not achieved.

h) In the event that a decision has to be made when a quorum is not present, a motion may be made at the meeting that can be voted upon by the members in attendance. The Chairperson, Vice-Chairperson, or designate will contact the absent members to obtain their vote. The Chairperson will accumulate the total number of votes to formulate the decision on the motion.

i) In the event that a member is absent from a meeting, and does not agree with the advice, recommendations from a meeting, his/her dissent may be registered in person or by proxy with another member at the following meeting.

j) During meetings, the Chairperson, staff, and other representatives are non-voting members. The Chairperson will be allowed to vote in the event to break a tied vote.

k) Rules of procedure for ITF meetings may be established or changed with the consent of the ITF members provided that the changes do not conflict with the standard procedures with other City Volunteer Committees.

4.4 Term of Office

a) The Term of Office for members is three years.

b) Membership will be staggered with one third of the citizen members' terms of office expiring each year.

c) Members can serve for a maximum of two terms of office. Incumbent members who wish to re-apply for their position must complete an application form stating their intentions.

d) If a member is absent for three consecutive meetings without approval from the Task Force, the individual will be subject to replacement by the Task Force. New members will be elected through the application and interview process.

4.5 Meetings

a) The ITF shall meet at least ten times per year. Additional meetings may be scheduled at the discretion of the ITF.

b) A meeting schedule shall be prepared and forwarded to the ITF members for information prior to the scheduled meetings.

c) The location of meetings shall be at sites as designated by the ITF and the staff representative.

4.6 Minutes and Agenda

a) The Minutes of the ITF meetings shall be prepared by the staff representative and forwarded to the Waste Management Division, ITF and the Solid Waste Master Plan Steering Committee. Amendments to the Minutes, as necessary, shall be included and dealt with in the subsequent meeting of the ITF.

b) The Chairperson and staff representative shall prepare the Agenda in advance of the meeting.

c) The Chairperson shall propose items for the Agenda. The meeting agenda and minutes will be forwarded to the ITF members prior to each meeting.

d) The Chairperson may grant requests for discussion of items not on the Agenda at the beginning of each meeting as part of the agenda approval.

5.0 CITY OF HAMILTON SUPPORT SERVICES

Staff will contribute technical information, and support services to assist the ITF with its activities. The City of Hamilton representatives including staff and Councillors are non-voting members of the ITF. The staff function shall be to:

a) Provide accurate information to the ITF in order for the ITF to contribute informed advice and recommendations;

b) Provide information management services for the ITF including co-ordinating meetings, assisting with the development of meeting agendas, preparing support materials, and providing resolution services as required by the ITF;

c) Provide the ITF with reasonable access to the City's consultants and facility operators;

d) Ensure the ITF has the opportunity to provide input on staff recommendations pertaining to the City's waste management system;

e) Staff recommendations on the Solid Waste Management Master Plan should receive input from the ITF before being presented to the SWWMP Steering Committee;

f) Ensure the information presented at ITF meetings are documented in the form of minutes to reflect the discussion at the meetings, which will be available for general viewing;

g) Provide for the administrative costs of operating the Implementation Task Force, including the cost of meeting places and clerical support services, but excluding members' salaries; and

h) Assist with providing travel arrangements for events scheduled by the ITF.

6.0 PUBLIC PARTICIPATION

The public is encouraged to attend and participate in ITF meetings. The meetings shall be advertised in advance of the scheduled meeting. Conditions for public participation are the following:

a) The Chairperson or designate has the responsibility to ensure that the meetings proceed in an orderly fashion to address agenda items;

b) The Chairperson or designate will give the public an opportunity to ask questions and give input after issues are discussed by the ITF;

c) The timeframe allotted for public questions and comments will be at the discretion of the ITF;

d) Public participants will be asked to introduce themselves at the meeting;

e) Public members will not be allowed to make motions at the meetings. ITF members can put forth motions based on information provided by public participants;

f) The public will not be allowed to vote.; and

g) Public attendees will be required to provide their name and other pertinent information to the representative who is recording the minutes of the meeting.

7.0 AMENDMENTS TO THE TERMS OF REFERENCE

a) The ITF may make recommendations to the SWMMP Steering Committee to amend the ITF Terms of Reference.

AFFECTS WARD 2

4.6

CITY OF HAMILTON

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Roads & Traffic

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P. Eng. General Manager
Date:	August 26, 2002	**Prepared by:**	George Brovac Extension 4577

SUBJECT: **Temporary Closures for Joshmax Production Services Limited and the Filming of The Highwaymen (TOE02167) - (Ward 2)**

RECOMMENDATION:

(a) That the application from Joshmax Production Services Limited to temporarily close the following streets on the following dates be approved for filming purposes:

i) King Street East (north and south legs) from the west side of John Street to James Street on Sunday, September 22, 2002 from 8:00 p.m. until 6:00 a.m. Monday, September 23, 2002.

ii) King Street East (north and south legs) from the west side of John Street to James Street on Wednesday, September 25, 2002 from midnight until 6:00 a.m. Thursday, September 26, 2002.

(b) That approval of these closures be subject to the following conditions:

i) That the prior approval of the Chief of Police or his designate be received and that such permits or authorizations as may be required by the Chief of Police or his designate be obtained; and

ii) That the applicant provide proof of $2,000,000 liability insurance, naming the City of Hamilton as an added insured party with a provision for cross liability and holding the City harmless from all actions, causes of action, interests, claims, demands, costs, damages, expenses and loss; and

iii) That all barricading, detour signing and traffic control be subject to the direction of the General Manager, Transportation, Operations and Environment or his designate; and

iv) That all barricading be provided by and at the expense of the applicant; and

v) That "Temporary Road Closure" signs be installed in advance by the Transportation, Operations and Environment Department on the affected roadways, if deemed necessary by the General Manager, Transportation, Operations and Environment and at the expense of the applicant; and

vi) That the applicant ensure that clean up operations are carried out immediately before the re-opening of the road, to the satisfaction of the City of Hamilton and at the expense of the applicant; and

vii) That no property owner or resident within the closure area be denied access to their property upon request; and

viii) That all property owners and tenants within the closure area be notified by the applicant, prior to the closure, in a form acceptable to the General Manager.

Peter Crockett, P.Eng. General Manager
Transportation, Operations & Environment

EXECUTIVE SUMMARY:

An application was received from Joshmax Production Services Limited to temporarily close King Street East (north and south legs) from the west side of John Street to James Street on Sunday, September 22, 2002 from 8:00 p.m. until 6:00 a.m. and to close King Street East (north and south legs) from the west side of John Street to James Street on Wednesday, September 25, 2002 from midnight until 6:00 a.m.

BACKGROUND:

An application was received from Joshmax Production Services Limited to temporarily close King Street East (north and south legs) from the west side of John Street to James Street on Sunday, September 22, 2002 from 8:00 p.m. until 6:00 a.m. and to close King Street East (north and south legs) from the west side of John Street to James Street on Wednesday, September 25, 2002 from midnight until 6:00 a.m.

Hamilton Street Railway staff will arrange to detour their operation accordingly during the closures. Transportation, Operations and Environment staff will arrange to install advance warning boards one week prior to the closure and inform all emergency services of the closure. The signed detour for westbound traffic will be either Catherine Street to Hunter Street and then Bay Street or by utilizing John Street to Rebecca Street and then James Street. Hamilton Police will control the roadway and sidewalk limits of the closure, additionally they will help detour traffic at the Catherine Street and John Street intersections. Fire and emergency services have been assured that a lane and a half will remain open for emergency situations.

ANALYSIS OF ALTERNATIVES:

The film company is following a schedule which prevents the work from being deferred to another date.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The applicant has paid the appropriate $450 for each road closure.

POLICIES AFFECTING PROPOSAL:

Although applications must be received 90 days prior to an event, in this instance it was determined that the minimal impact on traffic and the importance of filming in the City would allow for deviation from the policy.

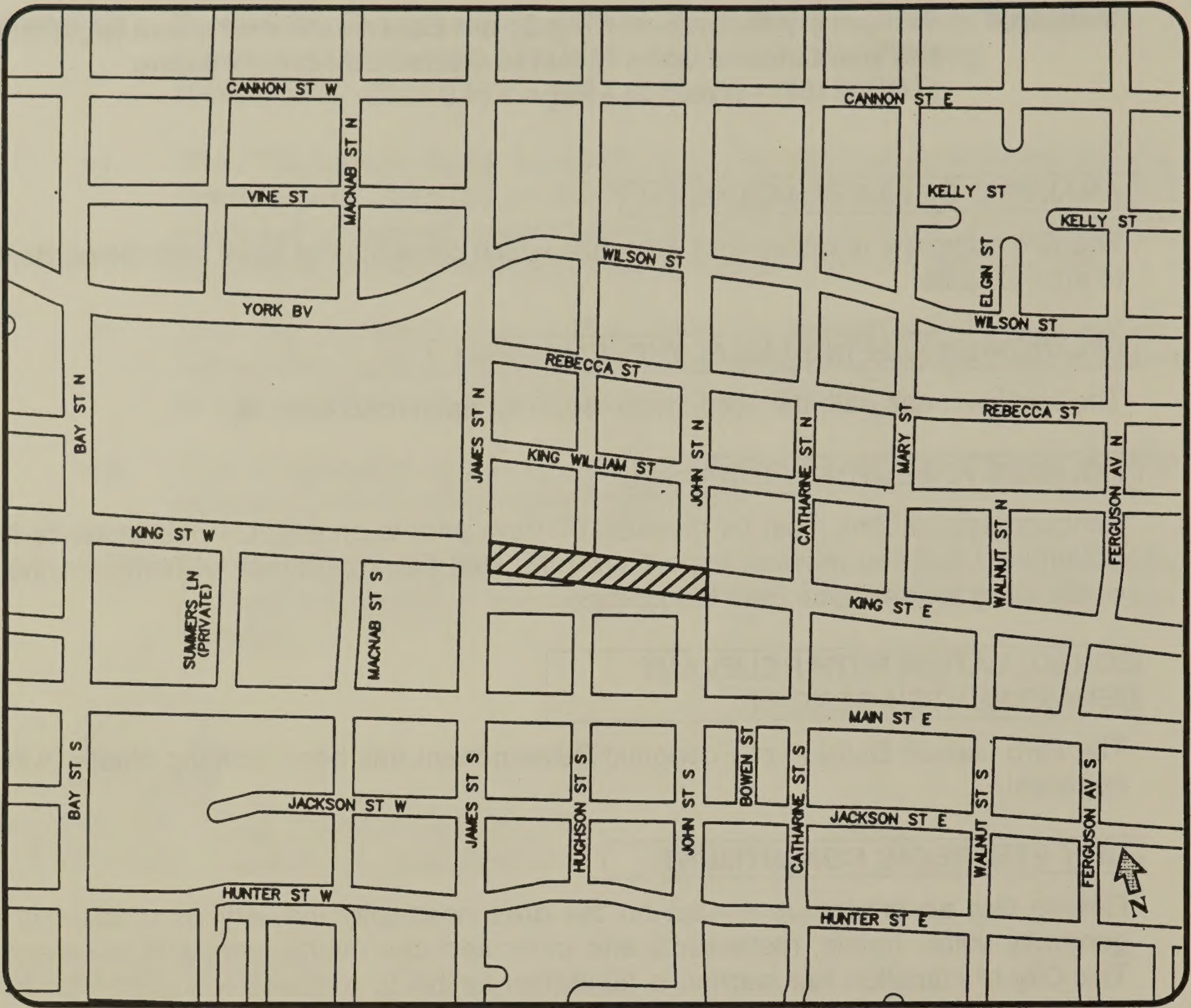
CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

The Film Liaison Division of Economic Development has been working closely with the applicant.

CITY STRATEGIC COMMITMENT:

Filming has an enormous impact on the area hospitality industry as production staff generally utilize hotels, restaurants and other services over a period of several days. The City of Hamilton has earned a reputation for being a desirable location for filming and accommodating this production will enhance that reputation.

Attached: Key Maps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BAY ST N
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KING WILLIAM ST
JOHN ST N
CATHARINE ST N
MARY ST
FERGUSON AV N
WALNUT ST N
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SUMMERS LN (PRIVATE)
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JOHN ST S
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FERGUSON AV S
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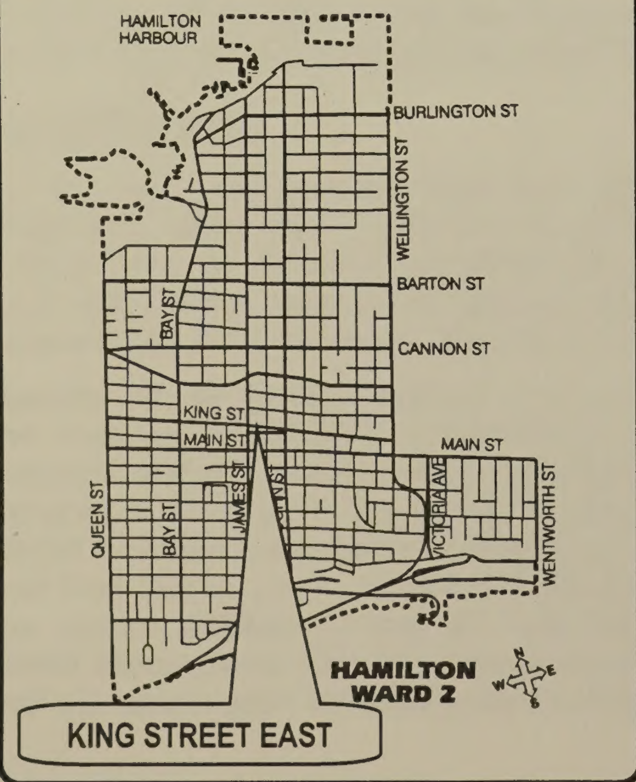
KEY MAP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BURLINGTON ST
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JAMES ST
JOHN ST
VICTORIA AVE
WENTWORTH ST
HAMILTON WARD 2
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KING STREET EAST

LOCATION PLAN

TEMPORARY ROAD CLOSURE:
KING STREET EAST (NORTH LEG)
FROM JOHN STREET
TO JAMES STREET

CITY OF HAMILTON
TRANSPORTATION, OPERATIONS & ENVIRONMENT

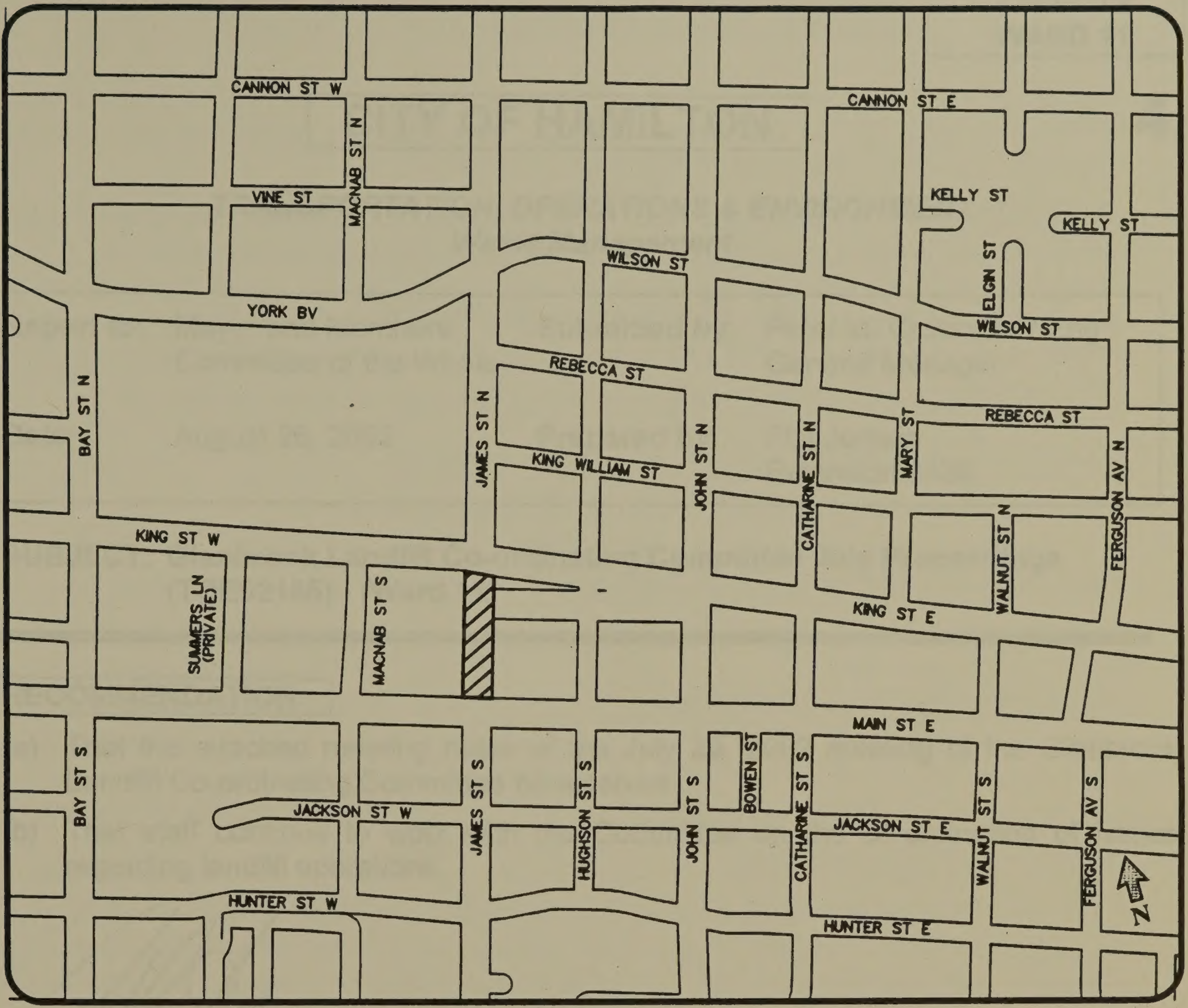
LEGEND

▨

SUBJECT ROAD

SCALE	DATE
NOT TO SCALE	**2002-08-26**

REFERENCE FILE NO: **TOE02167**



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JAMES ST N
KING WILLIAM ST
JOHN ST N
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MARY ST
WALNUT ST N
FERGUSON AV N
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SUMMERS LN (PRIVATE)
MACNAB ST S
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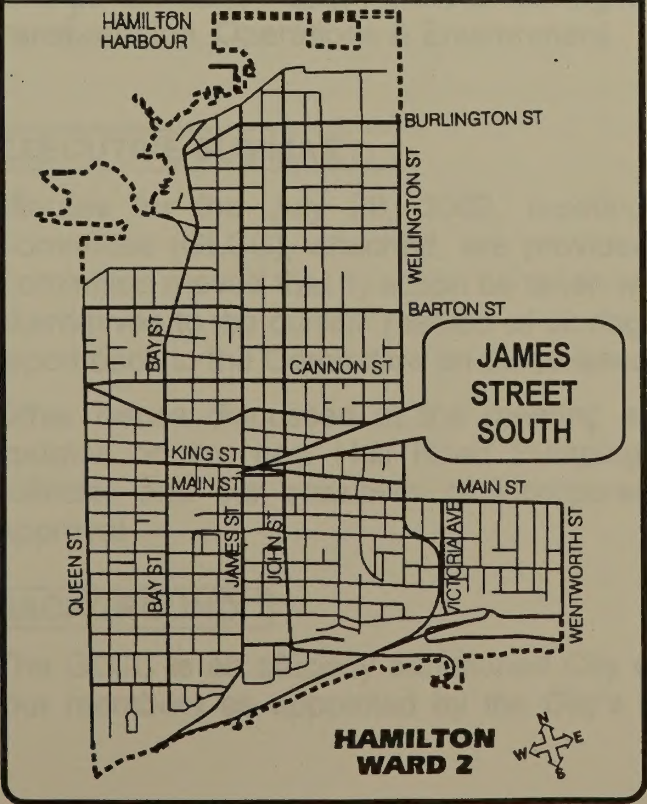
KEY MAP



HAMILTON HARBOUR
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CANNON ST
BAY ST
JAMES STREET SOUTH
KING ST
MAIN ST
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QUEEN ST
BAY ST
JAMES ST
JOHN ST
VICTORIA AVE
WENTWORTH ST
HAMILTON WARD 2
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LOCATION PLAN

TEMPORARY ROAD CLOSURE:
JAMES STREET SOUTH
FROM KING STREET
TO MAIN STREET

CITY OF HAMILTON
TRANSPORTATION, OPERATIONS & ENVIRONMENT

LEGEND

▨

SUBJECT ROAD

SCALE
NOT TO SCALE

DATE
2002-08-26

REFERENCE FILE NO: TOE02167

AFFECTS WARD 11

CITY OF HAMILTON

4.7

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Waste Management

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng. General Manager
Date:	August 26, 2002	**Prepared by:**	Phil Jensen Extension 4436

SUBJECT: Glanbrook Landfill Co-ordinating Committee July Proceedings (TOE02165) - (Ward 11)

RECOMMENDATION:

(a) That the attached meeting notes of the July 29, 2002 meeting of the Glanbrook Landfill Co-ordinating Committee be received.

(b) That staff continue to work with the Committee on the co-ordination of issues regarding landfill operations.

Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

EXECUTIVE SUMMARY:

Minutes for the July 29, 2002, meeting of the Glanbrook Landfill Co-ordinating Committee (GLCC), attached, are provided for the information of City Council. The Committee moved that 1) action be taken with respect to seagulls at the site, and 2) that alternatives to the current method of storing fly ash at the site be investigated. Staff will report back to the Committee on these issues.

Other issues discussed at the meeting and reflected in the attached notes include updates on the new Hall Road Pumping Station and construction of the leachate collector and the possibility of incorporating the GLCC into the site Certificate of Approval.

BACKGROUND:

The GLCC is an officially sanctioned City of Hamilton Citizen Committee consisting of four members as appointed by the City's Selection Committee. The GLCC provides support to staff and the City's contracted landfill operator on operational matters and community input at the Glanbrook Landfill. Meetings are also attended regularly by Ward 11 Councillor David Mitchell.

The GLCC currently meets monthly to discuss landfill related issues and to monitor the City's progress with respect to major projects at the site, which includes the City's leaf and yard waste composting operation as well as the landfill. Over the past two years the Committee has assisted the City with public liaison on several major projects, most notably the implementation of alternative daily cover and the pending leachate collector construction.

ANALYSIS OF ALTERNATIVES:

N/A

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

The Niagara Peninsula Conservation Authority (NPCA) is represented on the Committee and the Ministry of the Environment and Energy attends regularly. Health concerns expressed by the GLCC are being addressed with assistance from the City's Social and Public Health Services Department.

CITY STRATEGIC COMMITMENT:

Commitment 4d states "Council will pursue new and innovative opportunities to enable more people to share their views and contributions to the City, Council and its services". The opportunities for public input afforded by the activities of the Glanbrook Landfill Committee are consistent with and support this strategic commitment.

File No. 22.3.1 (b)

City of Hamilton
Transportation, Operations & Environment Department
WASTE MANAGEMENT DIVISION
M◆I◆N◆U◆T◆E◆S

GLANBROOK LANDFILL CO-ORDINATING COMMITTEE

Monday, July 29, 2002
Glanbrook Municipal Centre
4:30 p.m.

ATTENDEES:

Allan Freeman, Member	Ron McMann, Member
Andy Fevez, Member	Phil Jensen, City of Hamilton
Lynda Walker, City of Hamilton	Annie Michaud, NPCA
Angelika Zidek, MOEE	Sheila May, City Advisor
Tom Brown, Canadian Waste	Ron Wright, Canadian Waste
Councilor Dave Mitchell	

REGRETS:

Scott Stewart, City of Hamilton	John Mater, City of Hamilton
Dave Kerr, City of Hamilton	Hugh Brown, Chair

Agenda Item **Action**

1. **Minutes of Last Meeting**

Angelika asked that all references to the Ministry of Environment (MOE) be changed on the May and June minutes to the Ministry of Environment and Energy (MOEE). The motion to receive the minutes as amended was carried.

2. **Update: Leachate Collector Construction**

Phil mentioned that he hadn't had a chance to get in touch with BreEx prior to the meeting. Phil reported that the construction company is waiting for parts for the pumping station force main. He explained that the main infrastructure pipe for the forcemain is in place. Construction will continue in late Fall with full development of the collector. A third pumping station is being built to handle the leachate from the collector.

3. **Update: Hall Road Pumping Station**

Phil reported the consulting engineer is part way through his examination. 4 or 5 recommendations are forthcoming, listed in priority sequence. Ron Wright reported that 2 tankers are used daily to truck leachate. They are used to pump manholes and the leachate trench.

Agenda Item **Actio**

Any pumping due to the trench or manholes is because the overall system is not completed. Phil commented that the manholes and the trench will eventually be connected to the system. When Hall Road Pumping Station is at full capacity, the need to truck leachate will be eliminated.

In response to Councillor Mitchell's question, Phil said that the original design never anticipated that up to 4 ponds would require discharge at any one time. In addition, when discharges to the new pumping station from a third party tanker was done, debris from the tanker damaged some components in the station. Canadian Waste Services (CWS) is currently hauling leachate in order to manage the situation. An investigation is taking place to determine if repairs are under warranty but repairs have been completed. Councillor Mitchell asked to be kept abreast of any developments with the danger of law suits being involved. Phil said when recommendations come in, the City will proceed.

Ron Wright informed the group that with the current system, 6 loads are trucked per day. Previously it was 8 to 10 loads per day. The recommendations will advise if the pumping station can handle the ponds and leachate collector when at full capacity. The City is committed to ensuring this.

Phil said there had been some breakouts at the landfill. Ron specified cells 2, 6 and 8. Most of it is evaporating he said. The areas are covered with onsite clay as much as possible. Sheila asked about the mound. Phil said it was mostly due to perched conditions and clay in the landfill. The boreholes did not find mounds but rather found perched water. He said the finger drains once installed will help to drain the water. The intention of the design of the collector system was to cut pathways through the landfill to allow for leachate to make its way to the collector. Toe drains, laterals and finger drains will be installed in the Fall when construction is in full force.

4. Update: Gulls

Tom reported that there are upwards of 600 gulls at the landfill now. Tom researched options for dealing with the birds and is waiting for a price and plan from Abell Pest Control for a bird of prey. He reported that in comparison to other landfills, it is less of a problem at Glanbrook because the Solid Waste Reduction Unit (SWARU) handles organics. The landfill in Carleton has 2000-3000 seagulls. He suggested a concerted control effort for the first few weeks, tapering off to less frequent measures. As the seagulls are protected by the migratory bird act, a permit from the Canadian Wildlife Service for the use of firearms or birds of prey is necessary. CWS will look at putting something in place fairly quickly.

Agenda Item	**Action**
Sheila asked if the gulls were on the tipping face mostly and if bird netting could be used. Ron replied that the birds were spread out throughout the landfill. Tom said bird netting would not work as the birds learn to walk under it. Noisemakers would only work for awhile until the birds become accustomed to the noise. Tom suggested permits would be easy to get, further suggesting that frequency of use of any option should be varied. Tom said most birds would move to the harbour. Phil saw a bird of prey demonstration and commented on its effectiveness.	
Councillor Mitchell emphasized the need to deal with the problem as soon as possible and encouraged the Committee to decide on a plan of action. Tom said that CWS could act once the Abell quote is returned, installing the bird of prey option. Then options could be reconsidered at future meetings. Councilor Mitchell asked if the shooting option was cheaper. Tom said it was but that laws and permits must come into consideration. Andy explained that only one bird of prey was necessary and that a scare bird or kill bird could be rented at an hourly cost.	
Allan suggested CWS start with a bird of prey and later notify residents if shooting is to be used. Phil asked how people would perceive the shooting of wildlife at the landfill suggesting CWS implement the bird of prey and then report back. Tom said that if shooting was to be used, CWS would first report back with proper protocol outlined for its use. Councillor Mitchell voiced his support of shooting the birds as long as it was legal and necessary and the Committee was in agreement.	
A motion was made to request CWS proceed with measures to control the gull population to include birds of prey, controlled shooting and other measures to be investigated. The motion was carried unanimously.	
5. Update: Tree Planting on Hall Road – Rowe Property	
Phil met with the Rowe's following the last meeting where they outlined the specific sight line that needed to be fixed. Phil will meet with staff in forestry in the next few weeks to have mature trees planted.	***Phil***
6. Failed Ash Tests – how many and when?	
Tom reported 6 failed ash tests this year. Those piles were returned to Philip. 80 plus piles of ash have been buried in the last few weeks. One load of ash per day is delivered to the landfill.	
Sheila expressed concern over the ash being stored at the site and conformance with the Certificate of Approval (C of A). She quoted text taken from evidence of hearings, dated 1979, from Mr. George Hicks, Senior Environmental Officer, Ministry of the Environment at the time of the hearings:	

Agenda Item **Actio**

> *"With respect to the wastes which would enter the site, Mr. Hicks noted that only certain wastes would be allowed both at the landfill and at the transfer stations. He informed the Board that the Certificate of Approval if issued would be a legal document binding on the Applicant and its operator. This certificate of approval would limit the type of wastes that could enter the site, and would ensure that no liquid or liquid industrial wastes, or hazardous wastes would be allowed. Mr. Hicks explained that, prior to the submission of an application for a Certificate of Approval, he had to satisfy himself that the Application had no gaps or weaknesses, and that it could be presented to the Environmental Assessment Board".*

Sheila further commented that surrounding residents do not want the ash stored at the landfill and would like to see the ash stored and tested off site. Sheila does not believe the C of A permits the storing of flyash onsite.

Craig responded to Sheila's concerns over the C of A saying that ash is considered non-hazardous until testing proves it to be otherwise. The City goes well beyond the C of A requirements by testing the ash before it is buried, testing weekly and sampling daily. The C of A permits the storage of ash on site at the landfill.

Phil noted that it was the City's understanding that the ash is received as waste and was long as it is covered a the end of the day, the City complies with the C of A. Phil understands this to be the Ministry's position also. Mr. Hicks comments are meaningful in that we must be diligent in managing the landfill but that we are still within the bounds of the quoted passage.

Andy asked how the ash can be classified as non-hazardous when sometimes tests prove it otherwise. Phil explained that municipal waste is the only feed stock for the incinerator and only non-hazardous waste is accepted by both SWARU and the landfill. The testing of the chemical parameters in the ash is an added precaution that occasionally reveals non-acceptable loads.

Sheila asked where the ash was previously stored. Tom replied it used to be landfilled before it was tested and that the new system is more stringent. Previously, 5 samples were taken per quarter. Now, weekly sampling takes place and only 6 piles have failed out of 150.

Sheila indicated that she couldn't accept the current procedure and as the City advisor, does not believe it is right.

Allan asked how long it took to get test results back. Tom explained that it is tested 21 days after the sample is taken. Analyses of the samples are received 2 weeks after that. Ron said that the ash approximately takes up 1 acre for storage on site with a maximum of 35 piles being stored at once. Ron further explained that one bad analysis can push the process back a week. Craig noted that ash piles are inspected daily by the City and landfill operators and logged everyday in a logbook.

Agenda Item	**Action**
Councillor Mitchell inquired as to any storage locations in Hamilton for the interim period, suggesting the old Firestone property. Phil answered that options include using a different location to store the ash or making sure it is not on top of the landfill. Councillor Mitchell stated that he recognizes that the ash consists of the same content that was burned only more concentrated but still feels it should be stored somewhere else. Ron agreed that it should be processed and tested off site. Sheila related a level of anxiety around the landfill.	
Allan motioned that the City provide Sheila with a copy of the 1992 changes to the C of A and that the City investigate other ways of handling the ash. Ron seconded the motion and motion was carried.	*Phil*

7. Update: Letter from Health Department

Phil handed out copies of the letter intended to go out to residents under an Acting Medical Officer's name. Councilor Mitchell informed the group that resident water can be tested at the Municipal Centre free of charge. Councilor Mitchell asked if it would be appropriate to publish the letter in the Glanbrook Gazette.

The Committee decided that publishing the letter would unnecessarily alarm the residents. The draft letter was approved by the Committee and a motion passed to distribute it to residents. Phil said he would inform the Health department of the Committees decision and report back with a date of distribution.

8. Landfill Committee Recognized on the C of A

Sheila stressed the importance that the Committee is recognized on the C of A. The original terms of reference for the landfill committee laid down in 1979 include access to the site with approval from the City and CWS and access to documents and pertinent information regarding the landfill.

Phil said the City would look for guidance from the Ministry. He added it was a 10-12 week application period and that the City would look for existing terms of reference to add to the document.

Councillor Mitchell remarked that the Committee is accepted by the City and former Region and recommended the change be in place by the end of the current Council term.

In regards to the TARO Community Liaison Committee (CLC), Councillor Mitchell remarked that there was a political will to keep the committee in place. He said the TARO committee is legislated, however, present committee members are not listed. Angelika cautioned the group to be careful wording the C of A, suggesting the committee come to an agreement over the wording. Councillor Mitchell recommended that other landfill C of A's be researched for examples.

Agenda Item **Actio**

The Committee recommended the item be kept on the agenda for future Glanbrook Landfill Co-ordinating Committee (GLCC) meetings.

9. Fence Repairs on Hall Road

Ron Wright reported that the fence repairs would be addressed now that the employee responsible is back from vacation. CWS is keeping a close eye on the situation, making sure no litter is escaping the landfill site. Ron said the mobile, frost and wire fencing is keeping the situation in check as part of the litter control efforts.

Tom passed around the Environmental Management Systems (EMS) manual outlining the procedures in place at the landfill. The landfill currently undergoes daily and weekly inspections. A Global Positioning System (GPS) reading of the active landfilling area is taken every day as well, over and above what regulations call for. Tom added that the system and checklists are in place and the corporate office at CWS conducts regular audits.

10. Protocol for Spills

Phil will report back to the Committee with a proposed protocol. With regards to the alleged breakout last month, 5 monitors have been placed in the ground to monitor the area.

11. New Business

Councilor Mitchell explained that the City is also going through EMS and ISO protocol. Tom said CWS is building their EMS system with the ISO 14000 model in mind in order to be ISO ready should it be a requirement of future contracts. A consultant will be brought in next year to assess their systems.

Sheila mentioned her concerns over the litter in the City and asked if the City is considering ways to combat it. Phil said the City has been debating the litter problem for years. Councilor Mitchell suggested that volunteer programs be expanded for litter pickup in exchange for charitable donations. He remarked the public needs to be further educated.

Phil mentioned that the alternative daily cover trial is still underway. The plastic is deployed daily depending on conditions. The total trial is 2 years in length. The City recommended that the plastic be used for a full year in order to see it perform in all seasons.

Allan motioned to adjourn the meeting at 6:30 p.m. Motion passed and meeting was adjourned.

Next Meeting: ***Monday, August 26, 2002 at 4:30 p.m., Glanbrook Municipal Centre***

Please review and forward any errors or omissions to Lynda Walker at (905) 540-5490 or lmwalker@city.hamilton.on.ca

All members are also requested to forward any items for the next agenda to Phil Jensen at (905) 546-4436 or e-mail to: pjensen@city.hamilton.on.ca by August 19, 2002

Copy to: Peter Crockett, City of Hamilton

AFFECTS WARD 8, 12

CITY OF HAMILTON

4.8

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Design & Construction

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng. General Manager
Date:	August 19, 2002	**Prepared by:**	Gord McGuire Extension 2439

SUBJECT: To Incorporate Certain City Land into Various Streets by By-Law (TOE02163) - (Wards 8 and 12)

RECOMMENDATION:

(a) That the following City land be incorporated into the following streets:

Moorland Crescent	Block 175	W–12
Krieghoff Drive	Block 14	W–8

(b) That the By-Laws to carry out the incorporation of the said land into the foregoing streets be prepared to the satisfaction of the Corporate Counsel and be enacted by Council.

(c) That the General Manager of Transportation, Operations and Environment be authorized and directed to register the By-Laws.

Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

EXECUTIVE SUMMARY:

These lands have been acquired at a nominal cost of $2.00 by the City of Hamilton for road purposes as part of the development process.

BACKGROUND:

The information/recommendations contained within this report primarily affect Ward(s) 8, 12.

In order to facilitate orderly development the City has been acquiring lands through the subdivision dedication process or direct transfer. These lands are ultimately required to be a part of the road system.

To complete conditions of severance and to complete final street widths, it is necessary to incorporate City land into the road allowance as indicated below:

Incorporating Into Street Name	Land Description Being Incorporated	Financial Implications	Reason for Being Incorporated	File No.
Moorland Crescent	Block 175 Plan 62M-926 PIN 17565-1881	N/A	To open street and allow orderly development	S600-01
Krieghoff Drive	Block 14 Plan M-960 PIN 16907-0669	N/A	To open street and allow orderly development	S600-01

ANALYSIS OF ALTERNATIVES:

The alternative to not incorporating these lands into public highway would be to bar legal access to abutting lands. This would conflict with the development policies and approved road patterns.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

FINANCIAL: These lands have been acquired at nominal costs during the development process and as such there is limited financial impact on the City of Hamilton.

STAFFING: There are no associated staffing implications.

LEGAL: The City of Hamilton is complying with the relevant legislation by enacting these By-Laws.

POLICIES AFFECTING PROPOSAL:

This recommendation does not bind the corporation to any policy matter.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

In consultation with the Planning & Development Department, Development Engineering Section it has been determined that the development funding has been satisfied. As such this process should proceed to facilitate an orderly development pattern.

CITY STRATEGIC COMMITMENT:

The series of By-laws completes the development cycle originated under the Official Plans and the Vision 2020 document.

THE CITY OF HAMILTON

BY-LAW NO. 02-

TO INCORPORATE CITY LAND DESIGNATED AS BLOCK 175 ON PLAN 62M-926 INTO MOORLAND CRESCENT

WHEREAS the Council of the City of Hamilton is empowered under Section 297(1) of The Municipal Act, R.S.O. 1990, Chapter M.45 and amendments thereto, to establish and lay out, widen, alter, divert, stop-up, lease or sell any highway or part of a highway.

AND WHEREAS the Council of the City of Hamilton deems it necessary to incorporate the land described below into the highway known as Moorland Crescent within its limits;

AND WHEREAS the said land is owned by the City of Hamilton.

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

1. That the following land is hereby established and laid out as a public highway to form part of Moorland Crescent.

   Block 175 on Plan 62M-926.

   City of Hamilton

2. That the General Manager of Transportation, Operations & Environment or his duly authorized agent is hereby authorized to open the said land as a public highway.

3. That this by-law comes into force and takes effect on the date of its registration in the Land Registry Office (No. 62).

PASSED this day of A.D., 2002

Mayor

City Clerk

THE CITY OF HAMILTON

BY-LAW NO. 02-

TO INCORPORATE CITY LAND DESIGNATED AS BLOCK 14 ON PLAN 62M-960 INTO KRIEGHOFF DRIVE

WHEREAS the Council of the City of Hamilton is empowered under Section 297(1) of The Municipal Act, R.S.O. 1990, Chapter M.45 and amendments thereto, to establish and lay out, widen, alter, divert, stop-up, lease or sell any highway or part of a highway.

AND WHEREAS the Council of the City of Hamilton deems it necessary to incorporate the land described below into the highway known as Krieghoff Drive within its limits;

AND WHEREAS the said land is owned by the City of Hamilton.

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

2. That the following land is hereby established and laid out as a public highway to form part of Krieghoff Drive.

   Block 14 on Plan 62M-960.

   City of Hamilton

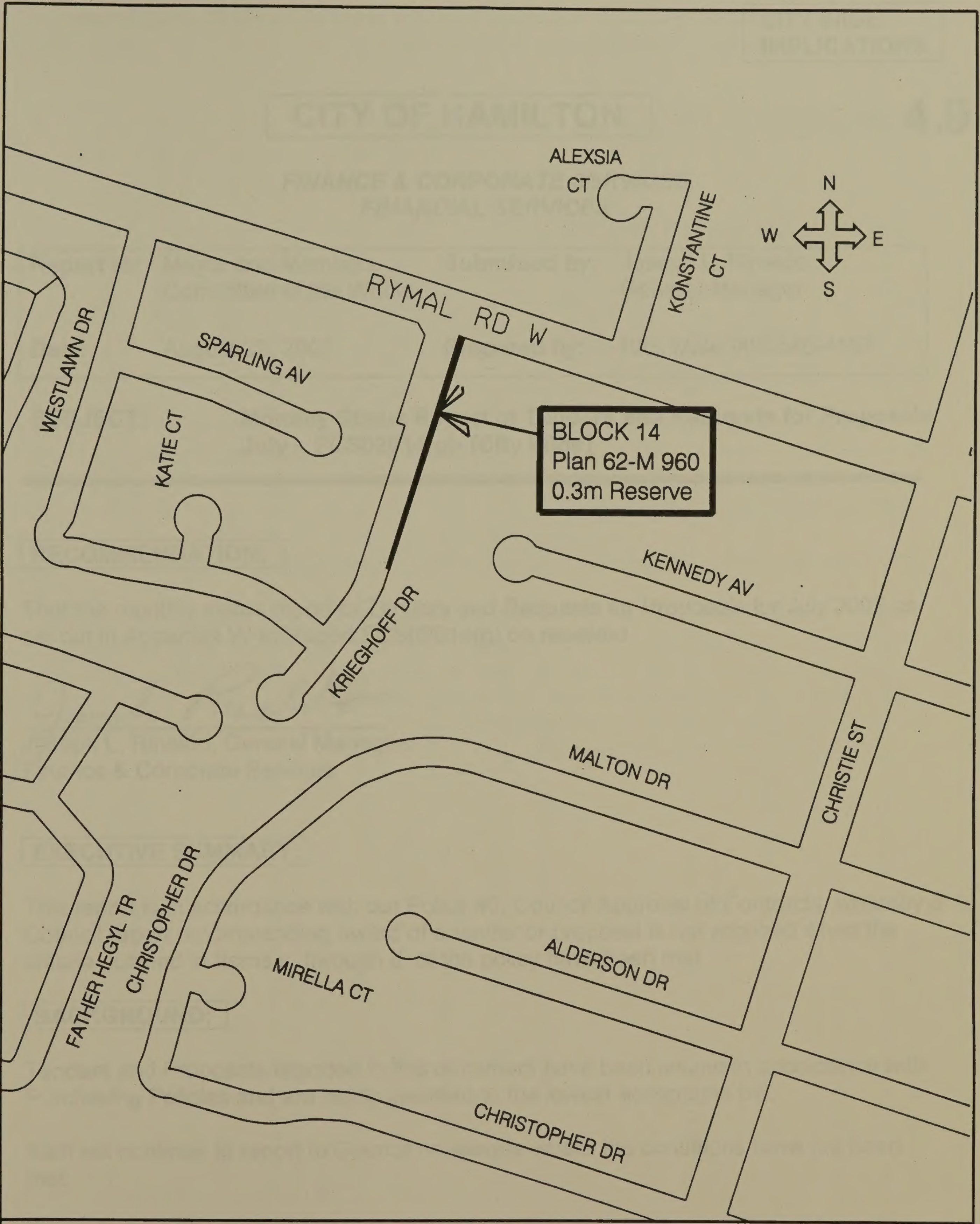
2. That the General Manager of Transportation, Operations & Environment or his duly authorized agent is hereby authorized to open the said land as a public highway.

4. That this by-law comes into force and takes effect on the date of its registration in the Land Registry Office (No. 62).

PASSED this day of A.D., 2002

Mayor

City Clerk


ALEXSIA CT
KONSTANTINE CT
N
W
E
S
RYMAL RD W
WESTLAWN DR
SPARLING AV
KATIE CT
BLOCK 14
Plan 62-M 960
0.3m Reserve
KENNEDY AV
KRIEGHOFF DR
MALTON DR
CHRISTIE ST
CHRISTOPHER DR
FATHER HEGYL TR
MIRELLA CT
ALDERSON DR
CHRISTOPHER DR

■ Subject Land

City of Hamilton
Krieghoff Drive
Ward 8

By-Law

CITY OF
HAMILTON
Transportation, Operations and Environment Department
General Manager, Peter M. Crockett, P. Eng.

DATE: August 22, 2002

Not To Scale

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

4.9

FINANCE & CORPORATE SERVICES
FINANCIAL SERVICES

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Joseph L. Rinaldo General Manager
Date:	August 22, 2002	**Prepared by:**	Rick Male 905-546-4157

SUBJECT: **Monthly Status Report of Tenders and Requests for Proposals July - FCS02014(g)- (City Wide)**

RECOMMENDATION:

That the monthly status report of Tenders and Requests for Proposals for July 2002 as set out in Appendix 'A' to Report FCS02014(g) be received.

Joseph Rinaldo

Joseph L. Rinaldo, General Manager,
Finance & Corporate Services

EXECUTIVE SUMMARY:

This report is in accordance with our Policy #6, Council Approval of Contracts, whereby a Council report recommending award of a tender or proposal is not required when the criteria outlined in Items a. through d. of the policy have been met.

BACKGROUND:

Tenders and Proposals reported in this document have been issued in accordance with Purchasing Policies and are being awarded to the lowest acceptable bid.

Staff will continue to report to Council on awards where the conditions have not been met.

Those items with a status of "Under Review" or "Pending Approval" will remain on the report until such time an award is made.

ANALYSIS OF ALTERNATIVES:

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

POLICIES AFFECTING PROPOSAL:

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

This report encompasses all Tenders and Proposals issued by the City and is produced in consultation with the Transportation, Operations and Environment Department.

CITY STRATEGIC COMMITMENT:

The recommendation contained within this report has City-wide implications.

Tenders and Proposals are issued to encourage the competitive bidding process with objective and equitable treatment of all vendors, in accordance with the Purchasing Policies approved by Council. Further, the City of Hamilton's commitment to procure goods and/or services with due regard to the preservation of the natural environment and to encourage the use of "environmentally friendly" products and services, as supported by the Pollution Prevention Committee.

Appendix A to Report No. [illegible]02014(g)

CITY OF HAMILTON

Summary of Tenders & Proposals Issued - July, 2002

Reference	*Project Description*	*Closing Date*	*Status Award Information*
C3-09-02	Interior Design Services	February 27	Under Review
TOE-02-01(HSW)	Watermain replacement, sewer repairs, storm sewers and road reconstruction on Hughson Street from Main Street East to Hunter Street and on Walnut Street from Main Street East to King Street East (Ward 2)	March 21	Under Review
C4-02-01	PHASE II – Corporate Image Identity	April 9	Jan Kelly Marketing - $ 540,000
C3-25-02	RFP for Real Estate Service	May 2	Under Review
C11-20-02	Supply & Delivery of Low Floor Urban Transit Buses	May 3	New Flyer - $4,838,340
C12-03-02	RFP for System Contract for Medical and First Aid Supplies	May 10	Schedule A - Source Medical $141.329 & Allied Medical $76,834 Schedule B and C - FutureMed Health Care $84,458.31, Safety Supplies under Schedule B still under review
C11-33-02	Supply & Delivery of Digitally Timed Solid State Traffic Signal Controllers & Associated Hardware	May 13	Pending Award
C11-34-02	RFP for Project Management Services for Water Metering	May 14	Under Review
C3-37-02	Addition & Alteration to Hamilton Emergency Services Administration Offices	June 5	Pending Award
TOE-02-24(W)	Watermain replacement on King Street from Breadalbane Street to Christ the King Cathedral (Ward 1)	June 6	L.M. Enterprises $194,734.65
C11-43-02	Supply & Delivery of Lubricants to Fleet Services, Fire and Police	June 7	Pending Award

Reference	***Project Description***	***Closing Date***	***Status Award Information***
C11-12-02	Supply & Delivery for Brake Linings, Parts & Services for Use By Hamilton Transit Operations	June 12	Under Review
C11-27-02	RFP for Household Special Waste Collection & Disposal	June 13	Under Review
TOE-02-26(H)	Road reconstruction , sidewalk and curb reconstruction on Upper Paradise Road from Rymal Road to Stone Church Road (Ward 8)	June 13	Cayuga Materials $1,325,239.41
C11-46-02	Supply & Delivery of Various Street Sweeping Equipment	June 14	Tennant Company - $496,112
C3-26-02	Cascade System for Hamilton Emergency Services, Fire Division	June 25	Compressor Systems International $166,634.58
TOE-02-30(HW)	Watermain replacement, road resurfacing, curb and sidewalk repair on Donlea Drive from Oakcrest Drive and sidewalk repair on Donlea Drive from Oakcrest Drive (Ward 6)	June 25	Under Review
C11-51-02	RFP for Professional Services for Network Screening and Collision Countermeasure Program	June 28	Synectics Transportation Consultants Inc - $98,579.10
TOE-02-35(S)	Emergency mainline and private drain sewer repairs at various locations in the City of Hamilton	July 3	L.M. Enterprises $920,575.57
C7-05-02	Tender for Washroom Renovations at Hamilton Place	July 4	Lancing Construction - $97,263.00
C11-42-02	Winter Controls – Equipment & Operator Snow Plows & Anti-Icing Unit	July 5	Under Review
C7-060-2	For Provision of Audio / Visual Services	July 5	Under Review
C4-01-02	RFP for the Provision of Newspaper Advertising Space	July 5	Under Review
C4-03-02	RFP for the Provision of Direct Distribution Advertising	July 5	Under Review
C11-44-02	Cleaning, Inspection & Cured-In-Place Structural Rehabilitation of Existing Circular Sewers	July 5	Insituform $1,069,150.00
C3-48-[illegible]	RFP for Consolidated Parkland Dedication Policy & Bylaw Study	July 8	Under Review

Reference	***Project Description***	***Closing Date***	***Status Award Information***
TOE-02-36(HSW)	Road reconstruction, replacement watermain, storm sewer construction and sanitary sewer repairs on Mountain Avenue, asphalt resurfacing and sewer repairs on Maple Avenue from Mountain Avenue to Lake Avenue and Lake Avenue South from Maple Avenue to King Street (City of Hamilton - Ward 9)	July 9	Under Review
C3-52-02	Supply & Installation of Play Structures at Austin Park, Shawinigan Park, Homebrook Park, Scenic Woods Park & Village Green	July 10	Belair Recreational Products Inc. Total All Parks - $163,619.66
TOE-02-31	Heritage Green Sports Park - grading and site servicing - Ward 9	July 11	Van Rooyen Earth Moving Ltd. $1,243,055.65
TOE-02-38(S)	Flushing, Cleaning and Closed Circuit Television Inspection of existing sewers at various locations in the City of Hamilton	July 11	Uniflo Sewer Services $226,198.00
TOE-02-33(HW)	Proposed watermain replacement and road resurfacing on Sherman Avenue North from King Street East to Cannon Street and on Gage Avenue North from Barton Street East to Beach Road (City of Hamilton Ward 3)	July 11	Under Review
C3-47-02	Interim Improvements to City Hall Forecourt	July 12	Under Review
C3-55-02	Supply, Delivery & Installation of Teknion & Standard Desk Office Furnishings Required at the Parking Operations	July 15	Lordly Jones $124,851.00
C11-58-02	Supply & Delivery of Four (4) 4-Wheel Drive Tractors with Quick Attach Front End Loader & Optional Cab & Pallet Forks	July 16	Crossroads Equipment $153,801.00
C11-35-02	Supply & Delivery of Brake Parts and Service for Cars, Light Duty Trucks and Heavy Duty Vehicles	July 17	Under Review
C11-45-02	Supply & Delivery of Asphalt & Cold Patch for 2002/2003	July 18	Capital $59,940 Lafarge $428,000 Cayuga $408,150
TOE-02-39(H)	Roundabout construction at the intersection of Wilson Street at Meadowbrook and Hamilton Drives (City of Hamilton - Ward 12)	July 18	Rankin Construction $365,461.62

Reference	***Project Description***	***Closing Date***	***Status Award Information***
TOE-02-37(H)	Road resurfacing with associated adjustments/base repairs and minor curb & walk replacement on the following: Barton Street E. – Bay Street N. to Queen Street N., Fennell Ave W. – 200m east of Auchmar Rd to West 2nd St. Locke Street S. – Herkimer Street to Aberdeen Avenue Scenic Drive – Lyle Avenue to West 32nd Street Upper Sherman Ave – Jasmine Street to Limeridge Road E., Garth Street – Auchmar Road to Fennell Avenue W. (City of Hamilton Wards 1, 2, 7 & 8)	July 18	Under Review
C11-59-02	Construction of Hauled Sewage Dump Station at Woodward Avenue Wastewater Treatment Plant	July 19	Under Review
C11-54-02	Aboveground Fuel Storage Facilities Upgrades	July 19	Under Review
C11-57-02	Supply Delivery of Four 26,000 Lb. Cab & Chassis Complete with 35 Foot Telescopic Aerial Lifts	July 22	Under Review
C11-56-02	RFP for Hamilton's West Harbour Planning Area Study	July 22	Under Review
C11-55-02	Supply & Delivery of Two (2) 17,500 lbs. Extended Cab & Chassis Trucks Complete with Service Bodies & Crane	July 24	Pride Bodies Ltd. $279,203.20
C11-39-02	Dundas Wastewater Treatment Plant Sand Filter Upgrades	July 24	Under Review
C12-9-02	Plumbing & Pipefitting Services as Required at Various Facilities within the City of Hamilton	July 25	Under Review
C12-10-02	Various Painting, Wallcovering and Sandblasting Services as Required at Various Facilities within the City of Hamilton	July 25	Under Review
C12-8-02	H.V.A.C. Maintenance Services Required at Various Facilities	July 31	Under Review

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

4.10

FINANCE & CORPORATE SERVICES
FINANCIAL SERVICES

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Joseph L. Rinaldo General Manager
Date:	August 22, 2002	**Prepared by :**	Rick Male 905-546-4157

SUBJECT: **Quarterly Status Report on use of Policy #10 – Emergency Purchasing and Policy #11 – Negotiations for the 2nd Quarter 2002 - (FCS02105) - (City Wide)**

RECOMMENDATION:

That the quarterly status report on use of Policy #10 – Emergency Purchasing and Policy #11 – Negotiations for the 2nd Quarter 2002 as set out in Appendix 'A' to Report #FCS02105 be received.

Joseph Rinaldo

Joseph L. Rinaldo, General Manager
Finance & Corporate Services

EXECUTIVE SUMMARY:

This report is in response to a recommendation from the sub-committee of Council after review of the Purchasing Policies and in accordance with Procedure #PR-11. This report details the procurement of goods and/or services during emergency situations and those detailed in Items a through i of Policy #11.

BACKGROUND:

The Policy for Negotiations is used in narrowly defined circumstances where it is justified that the Polices for the General Acquisition Process could not be followed.

The "Request to Use the Negotiation Policy/Emergency Reporting Form" which is completed by the initiating department is kept on file in the Purchasing Section and will be made available to Council upon request to the Manager of Purchasing. For future reports, these forms will be available to view online.

The Purchasing Section ensures that standard negotiation employs fair and ethical practices.

During the 2nd Quarter there were 3 purchase orders dispatched as "emergency" purchases and 46 purchase orders created which required use of the negotiation policy.

- Of theses 46 instances, 41 purchase orders were for sole source vendors where it was deemed that there was only one source of supply in the open market. Approximately 15 of these transactions were for utility companies such as Hamilton Hydro, Union Gas or Bell Canada as well as support for standardized computer systems, etc. These vendors have now been approved for these specific services and will not be recorded on future reports. Excluding these purchases all other transactions were less than $36,000 each in value.
- 5 purchase orders were declared "time sensitive" where the time available to follow normal procedures was deemed insufficient.

ANALYSIS OF ALTERNATIVES:

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

POLICIES AFFECTING PROPOSAL:

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

The "Request to Use the Negotiation Policy/Emergency Reporting Form" is signed by the Departmental Director and forwarded to the Manager of Purchasing for approval.

CITY STRATEGIC COMMITMENT:

The recommendation contained within this report has City-wide implications.

Requests for quotations and tenders are issued to encourage the competitive bidding process with objective and equitable treatment of all vendors, in accordance with the Purchasing Policies approved by Council. Council approved Policy #11 – Negotiations ensures fair and equitable treatment of vendors where the competitive process is restricted.

2nd Quarter Status Report on Use of Policy #10 - Emergency Purchasing and Policy #11 - Negotiations

PO #	PO Date	Type	Amount	Vendor Name	Origin	Department
0000008168	2002-06-28	Emergency	11,695.00	SUPERIOR BOILER WORKS	CBO	CorpBlg Operations&Mtce
0000007917	2002-06-17	Emergency	16,064.73	HARPER DETROIT DIESEL LIMITED	FIR	Fire
0000007170	2002-04-29	Emergency	20,290.00	A M ROOFING SYSTEMS INC.	FCM	Facilities Management
0000007346	2002-05-08	Sole Source	5,200.00	HAMILTON HYDRO ELECTRIC SYSTEM	RTW	Roads Traffic and Waste
0000007579	2002-05-24	Sole Source	6,035.66	CENTRINITY	POL	Police
0000007888	2002-06-14	Sole Source	6,900.00	DIONEX CANADA LIMITED	WWW	Water and Wastewater
0000007952	2002-06-18	Sole Source	6,908.22	DESTECH CONSULTING & EDUCATION	POL	Police
0000006843	2002-04-10	Sole Source	7,000.00	SCHINDLER ELEVATOR COMPANY	MAC	MACASSA LODGE
0000007408	2002-05-13	Sole Source	8,093.75	POPWARE INC.	FLT	Fleet Services
0000007656	2002-05-30	Sole Source	9,120.00	JAYCHRIS INDUS-RAIL SUPPLY INC.	PUB	Public Works
0000008082	2002-06-25	Sole Source	9,960.75	BINGEMANS	CUL	Culture & Recreation
0000006940	2002-04-17	Sole Source	10,000.00	D & R ELECTRONICS	POL	Police
0000007308	2002-05-06	Sole Source	11,237.50	LLOYD LIBKE POLICE SALES	POL	Police
0000008052	2002-06-24	Sole Source	11,298.41	QUALITY BELT MAINTENANCE LTD	POL	Police
0000007560	2002-05-23	Sole Source	11,499.99	BARTON AUTO PARTS LTD	POL	Police
0000008080	2002-06-25	Sole Source	13,454.50	SPORTSWORLD	CUL	Culture & Recreation
0000007582	2002-05-24	Sole Source	13,546.62	ORACLE CORPORATION CANADA INC.	POL	Police
0000008079	2002-06-25	Sole Source	14,061.00	AFRICAN LION SAFARI	CUL	Culture & Recreation
0000007147	2002-04-26	Sole Source	14,576.00	D & R ELECTRONICS	FIR	Fire
0000008038	2002-06-21	Sole Source	15,000.00	UNION GAS LIMITED	FLA	Fleet Finance Administration
0000007191	2002-04-30	Sole Source	15,913.00	ARJO CANADA INC.	MAC	MACASSA LODGE
0000008081	2002-06-25	Sole Source	16,425.00	MARINELAND OF CANADA INC	CUL	Culture & Recreation
0000007090	2002-04-24	Sole Source	17,966.75	CHUBB SECURITY SYSTEMS	POL	Police
0000007016	2002-04-19	Sole Source	19,489.00	RECEIVER GENERAL FOR CANADA	POL	Police
0000007180	2002-04-30	Sole Source	19,710.00	EPCOR TECHNOLOGIES	TRO	Traffic Operations
0000006945	2002-04-17	Sole Source	20,000.00	ONTARIO CLEAN WATER AGENCY	WWW	Water and Wastewater
0000008039	2002-06-21	Sole Source	20,000.00	UNION GAS LIMITED	FLA	Fleet Finance Administration
0000008053	2002-06-24	Sole Source	20,200.00	VIPOND FIRE PROTECTION INC.	PAR	Parking Services
0000007407	2002-05-13	Sole Source	20,854.17	POPWARE INC.	FLT	Fleet Services
0000007515	2002-05-21	Sole Source	21,190.00	DIONEX CANADA LIMITED	ENV	Environment
0000007791	2002-06-06	Sole Source	21,500.00	PYRENE CORPORATION	FIR	Fire
0000007549	2002-05-22	Sole Source	22,132.92	SCHOOLHOUSE PRODUCTS INC.	CUL	Culture & Recreation
0000006998	2002-04-19	Sole Source	24,842.00	MICROFILM EQUIPMENT	RPL	Regional Planning
0000007502	2002-05-17	Sole Source	26,000.00	HAMILTON HYDRO INC.	IEP	Infrastructure Env Planning
0000007770	2002-06-05	Sole Source	26,282.50	TRAPEZE SOFTWARE GROUP INC.	TRN	TRANSIT
0000007695	2002-06-03	Sole Source	29,540.88	SCP SCIENCE	ENV	Environment
0000006873	2002-04-11	Sole Source	35,800.00	NEDERMAN CANADA LIMITED	FIR	Fire

2nd Quarter Status Report on Use of Policy #10 - Emergency Purchasing and Policy #11 - Negotiations

0000007598	2002-05-24	Sole Source	36,512.14	THE HAMILTON HARBOUR COMMISSIONERS	POL	Police
0000007501	2002-05-17	Sole Source	37,293.96	BELL CANADA	IEP	Infrastructure Env Planning
0000007830	2002-06-11	Sole Source	63,300.00	HAMILTON HYDRO INC.	RPL	Regional Planning
0000007262	2002-05-02	Sole Source	71,430.26	BELL CANADA	IEP	Infrastructure Env Planning
0000007144	2002-04-26	Sole Source	99,000.00	HAMILTON HYDRO INC.	RTW	Roads Traffic and Waste
0000008130	2002-06-27	Sole Source	178,899.23	HAMILTON HYDRO INC.	IEP	Infrastructure Env Planning
0000007263	2002-05-02	Sole Source	252,990.65	HAMILTON HYDRO ELECTRIC SYSTEM	IEP	Infrastructure Env Planning
0000007172	2002-04-29	Time Sensitive	14,410.00	LORDLY JONES	FCM	Facilities Management
0000007851	2002-06-12	Time Sensitive	17,222.00	HAZRA CONSULTING	ECO	Economic Development
0000006944	2002-04-17	Time Sensitive	28,000.00	ACRES & ASSOCIATED ENVIRONMENTAL LIMITED	WWW	Water and Wastewater
0000007490	2002-05-17	Time Sensitive	31,500.00	COCHRANE ENGINEERING LTD.	FCM	Facilities Management
0000007171	2002-04-29	Time Sensitive	45,000.00	FIELDING & ASSOCIATES	FCM	Facilities Management

4.11

City of Hamilton
City Manager's Office
Memorandum

TO: His Worship Mayor R. Wade and Members of City Council

FROM: R. Robertson
City Manager

DATE: Aug 2, 2002

SUBJECT: Red Hill Creek Expressway

Council has resolved to complete the transportation linkage between the Lincoln Alexander Parkway and the Queen Elizabeth Highway. This 7.0km linkage will be constructed within the Red Hill Valley and work continues to implement the direction of Council.

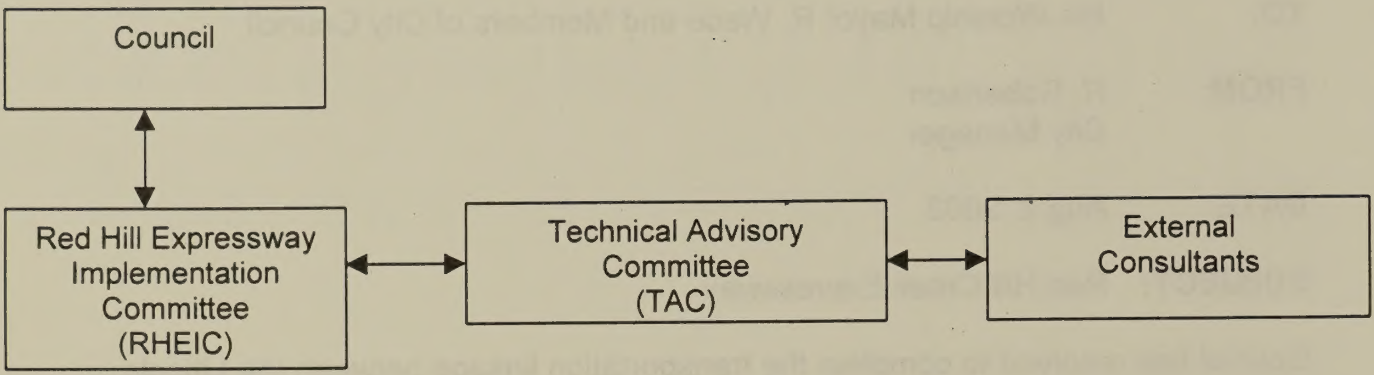
A separate report updating the status of the project is on the Committee of the Whole agenda for the August 13, 2002 meeting.

To provide organizational support to the ongoing implementation of the project, staff has established a Technical Advisory Committee. The composition and reporting alignment of the Technical Advisory Committee is illustrated in Appendix I. Fundamentally, the committee chaired by the City Manager, will be composed of key municipal departments, and it will provide strategic and technical advice to the Implementation Committee of Council on a timely basis.

This report is provided for the information of Council.

Robert W. Robertson, Ph.D. AICP, MCIP
City Manager

REDHILL CREEK EXPRESSWAY
PROGRAM MANAGEMENT CHART


Council
Red Hill Expressway Implementation Committee (RHEIC)
Technical Advisory Committee (TAC)
External Consultants

Bob Robertson, Chair - CAO's Office
Peter Crockett - TOE
Chris Murray - TOE
Elaine Holt - Legal
Guy Paparella - Mayor's Office
Tom Poldre - Communications
Brian Mullan - City Police
Tony Tollis - Finance

TAC

Membership: Technical representatives from key city service areas.
Mandate: To ensure co-ordinated, timely information is relayed to the Implementation Committee of Council with respect to the construction of the Red Hill Expressway.
Meetings: TAC = weekly
RHEIC = monthly

AFFECTS
WARD 12

4.12

CITY OF HAMILTON

COMMUNITY SERVICES DEPARTMENT
Corporate Buildings and Real Estate

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Barry B. Coopersmith, General Manager
Date:	August 29, 2002	**Prepared by:**	Vince DiPietro 628-2144

SUBJECT: **Declaration of Surplus Property - Vacant City lands at Wilson Street East and Reding Road (CS02078) (Ward 12)**

RECOMMENDATION:

(a) That a portion of the City owned lands located at the corner of Wilson Street East and Reding Road, in the former Town of Ancaster, designated as Part 3 on Plan 62R-16100, described as part of Parcel "A" on Plan 1050, comprising an area of 34.9 square metres (375.67 square feet), be declared surplus to the requirement of the City of Hamilton in accordance with the City of Hamilton Real Property Sale Procedural By-Law 95-049 and the former Town of Ancaster Procedures for Sale of Real Estate By-Law R95-052;

(b) That the Corporate Building and Real Estate Division be authorized and directed to sell the subject property in accordance with the Real Property Sale Procedural By-Law 95-049 and Item 21 of Report 01-029 of the Committee of the Whole approved by City Council on September 18, 2001 approving the Consolidation of Routine Real Estate Matters.

Barry B. Coopersmith, General Manager
Community Services Department

EXECUTIVE SUMMARY:

The purpose of this report is to request City Council's approval to declare vacant lands described as Part 3 on Plan 62R-16100 surplus to the requirements of the City of Hamilton. This recommendation is preceding a report from staff to dispose of the subject lands for easement purposes.

BACKGROUND:

The information/recommendations contained within this report primarily affect Ward 12.

Effective January 1, 1995 the Municipal Act was amended by Bill 163, requiring municipalities to enact a by-law to establish procedures for the sale of real property owned by a municipality. Subsequently, the former City of Hamilton adopted and enacted the Real Property Sale Procedural By-Law 95-049 and the former Town of Ancaster adopted and enacted the Procedures for Sale of Real Property as By-Law 95-56. These By-Laws and in accordance with Item 21 of Report 01-029 of the Committee of the Whole approved by City Council on September 18, 2001 approving the Consolidation of Routine Real Estate Matters require that all municipally owned real property intended to be sold, be surplus to municipal requirements and if so, Council shall by by-law or resolution, declare the property surplus.

Wilson Street E. at Reding Road, former Town of Ancaster, Part 3 on Plan 62R-16100

The subject lands are located at the rear of the City owned vacant parcel found at the north-east corner of Wilson Street East and Reding Road, in the former Town of Ancaster, designated as Part 3 on Plan 62R-16100, more particularly described as part of Parcel “A” on Plan 1050 (PIN 17444-0043). The zoning is “OS” – Public Open Space.

The developers of the lands to the east of the subject, at 193/201/203 Wilson Street East, are planning to construct a medical complex (Dental Training Centre) and have requested the opportunity to purchase an easement over a 34.9 square metres (375.67 square feet) portion of Parcel “A” on Plan 1050, described as Part 3 on Plan 62R-16100 for the installation of a sanitary sewer line to connect to the main sewer on Reding Road. There are technical and construction difficulties to connecting with municipal services on Wilson Street.

Transportation, Operations & Environment staff have indicated that the City has no plans to establish any portion of Parcel “A” on Plan 1050 as a part of the road allowance of Reding Road.

Park Staff Advisory Committee has reviewed this parcel and could not advise of any requirements to retain the lands for Park purposes.

Various City Departments, School Boards, Hospital Boards, McMaster University, Mohawk College and the Province of Ontario have been notified of the surplus status of the subject and none have shown interest or objected to the sale of the subject property.

ANALYSIS OF ALTERNATIVES:

If Council does not choose to declare the lands surplus to the requirements of the City of Hamilton, the development at 193/201/203 Wilson Street East will be delayed as construction plans would need to be modified to make alternative service connection to municipal sewer services.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial
If this recommendation is approved, staff will take the necessary steps to dispose of the subject easement at market value.

POLICIES AFFECTING PROPOSAL:

Effective January 1, 1995 the Municipal Act was amended by Bill 163, requiring municipalities to enact a by-law to establish procedures for the sale of real property owned by a municipality. Subsequently, the former City of Hamilton adopted and enacted the Real Property Sale Procedural By-Law 95-049 and the former Town of Ancaster adopted and enacted the Procedures for Sale of Real Property as By-Law 95-56. These By-Laws and in accordance with Item 21 of Report 01-029 of the Committee of the Whole approved by City Council on September 18, 2001 approving the Consolidation of Routine Real Estate Matters require that all municipally owned real property intended to be sold, be surplus to municipal requirements and if so, Council shall by by-law or resolution, declare the property surplus.

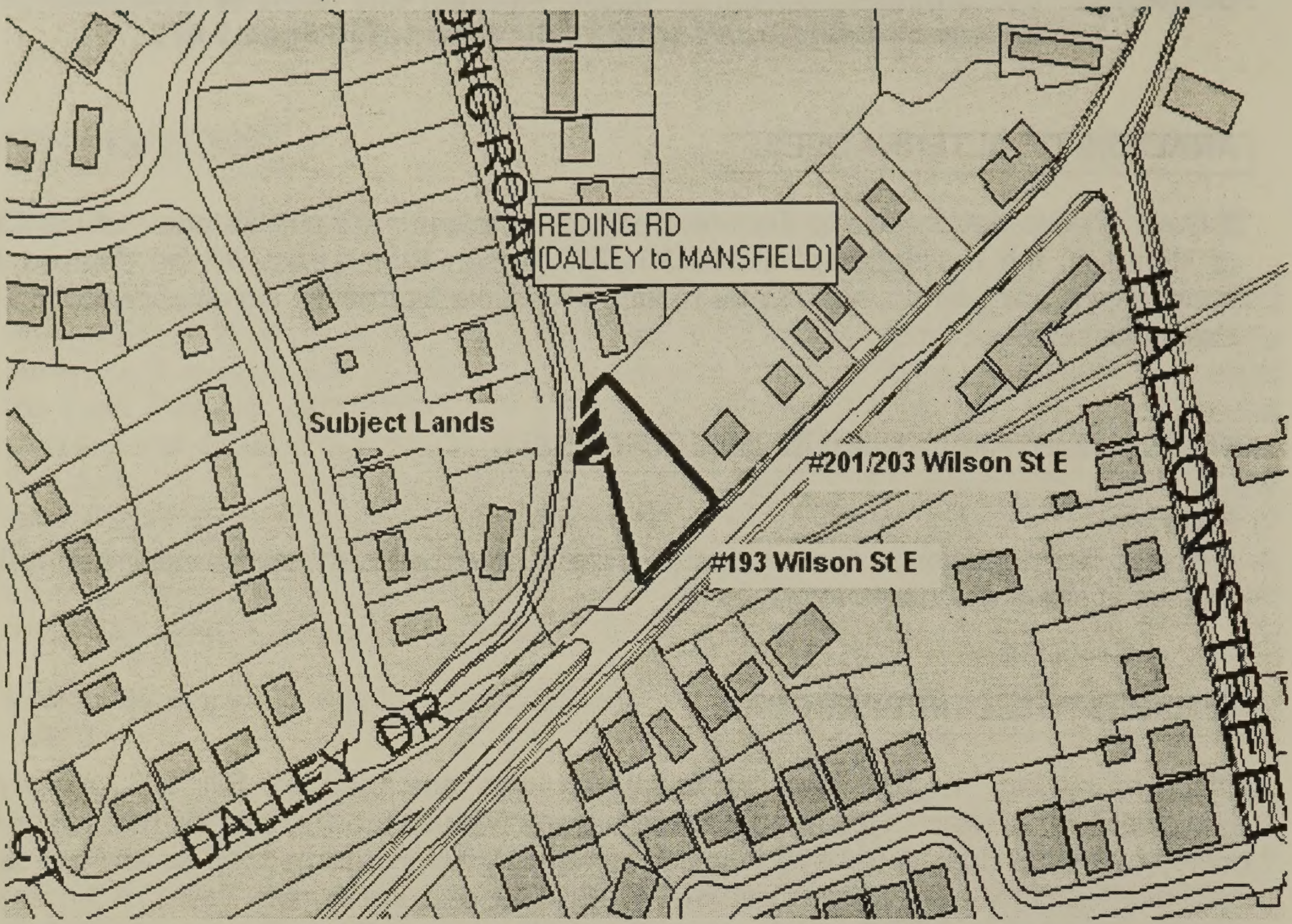
CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Various City Departments, School Boards, Hospital Boards, McMaster University, Mohawk College and the Province of Ontario have been notified of the surplus status of the subject and none have shown interest or objected to the sale of the subject property.

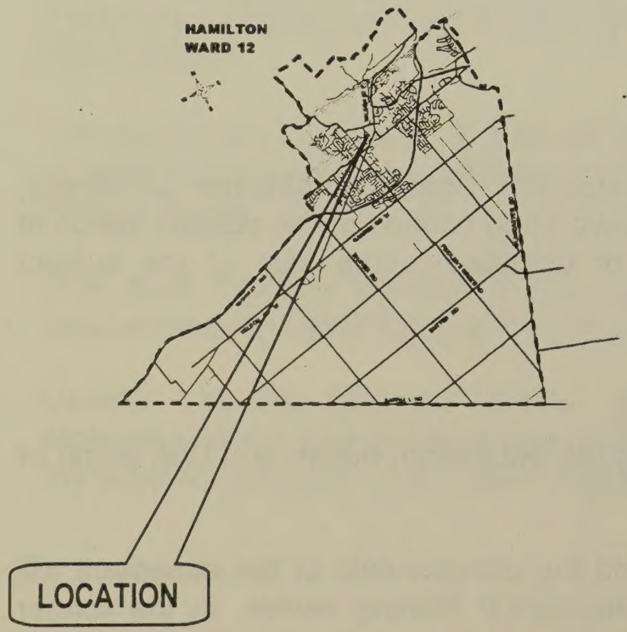
CITY STRATEGIC COMMITMENT:

The City of Hamilton is committed to promoting the education, health and well being of the citizens of this community.

The declaration of these lands to be surplus and the ultimate sale of the easement will assist in the development of a medical complex/dental training centre, in the former Town of Ancaster, that will service the greater community of the City of Hamilton.


ING ROAD
REDING RD
(DALLEY to MANSFIELD)
Subject Lands
#201/203 Wilson St E
#193 Wilson St E
HALSON STREE
DALLEY DR
CT

KEY MAP


HAMILTON
WARD 12
LOCATION

LOCATION PLAN

Vacant Lands
Wilson St. E. at Reding Road
(Former Town of Ancaster)
CITY OF HAMILTON
Corporate Services
Corporate Building & Real Estate

LEGEND

▨

SUBJECT LAND

SCALE	DATE
NOT TO SCALE	**2002-08-22**

REFERENCE FILE NO: **2002-136**

CITY WIDE
IMPLICATIONS

CITY OF HAMILTON

5.1

COMMUNITY SERVICES
Culture & Recreation

and

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Roads & Traffic

Report to:	Mayor and Members Committee of the Whole	Submitted by:	[illegible] General Manager
			Peter M. Crockett, P.Eng. General Manager
Date:	August 21, 2003	Prepared by:	[illegible] Extension 2116
			Hart Solomon Extension 2394

SUBJECT: 2003 World Cycling Championships Interim Update - Traffic and Access Issues (CS01108(f)/TOE03174) - (City Wide)

RECOMMENDATION:

(a) That Council endorse the following Transportation Framework recommendations and recommend that the Hamilton 2003 Cycling Championships Corporation (HCCC) implement them:

(i) The HCCC define and implement a plan for moving travel demands around the course areas (i.e. accommodating travel not related to the race);

(ii) The HCCC define and implement a plan for managing demands across the race boundary (to and from the areas enclosed by the race course);

(iii) The HCCC define and implement a plan for managing spectator demands;

(iv) The HCCC define and implement plans for special transportation-related requirements (media/dignitaries/VIP travel, emergency servicing of the course, etc.); and

(v) The HCCC define and implement a comprehensive plan for Travel Demand Management.

(b) That Council endorse the ramp closures shown in Figure E5-6 & E7 of Appendix A and the advance signing shown in Figure E5-10 of Appendix A, and recommend that the HCCC request the Ministry of Transportation to implement the necessary closures and advanced warning signing to implement these closures.

SECTION 5

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

5.1

COMMUNITY SERVICES
Culture & Recreation

and

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Roads & Traffic

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Barry B. Coopersmith General Manager Peter M. Crockett, P.Eng. General Manager
Date:	August 27, 2002	**Prepared by:**	Shelley Merlo-Orzel Extension 5015 Hart Solomon Extension 4584

SUBJECT: **2003 World Cycling Championships Events Update - Traffic and Access Issues (CS01103b /TOE02174) - (City Wide)**

RECOMMENDATION:

(a) That Council endorse the following Transportation Framework recommendations and recommend that the Hamilton 2003 Cycling Championships Corporation (HCCC) implement them:

- (i) The HCCC define and implement a plan for moving travel demands around the course areas (i.e. accommodating travel not related to the race),
- (ii) The HCCC define and implement a plan for managing demands across the race boundary (to and from the areas isolated by the race course),
- (iii) The HCCC define and implement a plan for managing spectator demands,
- (iv) The HCCC define and implement plans for ancillary transportation-related requirements (media/competitor/VIP travel, pedestrian crossings of the course, etc.), and
- (v) The HCCC define and implement a comprehensive plan for Travel Demand Management.

(b) That Council endorse the ramp closures shown in Figure ES-6 of Appendix A and the advance signing shown in Figure ES-10 of Appendix A; and recommend that the HCCC request the Ministry of Transportation to implement the necessary closures and advanced warning signing to implement these closures.

(c) That Council endorse the priorities for access and movement defined in Table ES.2 of Appendix A, "Principles for Access, World Cycling Championship, Hamilton 2003".

(d) That the HCCC develop detailed operational plans, including parking needs, in order that City staff can assist in development of a parking strategy.

(e) That an agreement between the City and the HCCC outlining the respective roles and responsibilities, and payment arrangements for municipal services, equipment, and or facilities be concluded for consideration of Council; and that full cost recovery for City services be the basis for the said agreement.

Barry Coopersmith, General Manager
Community Services

Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

EXECUTIVE SUMMARY:

The 2003 Canadian and World Cycling Championships will occur on courses located in the core of the City of Hamilton. The World Championships will occur over a six day period, from October 6 to 12, 2003. A significant area of the City will be isolated within the race course area while the events are underway, with consequent effects on residents, businesses and institutions. The race course closure will block access to a significant area of the downtown as well as severely impede east-west and north-south movements across the City for significant portions of time each day.

The Hamilton 2003 Cycling Championships Corporation is responsible for organizing, promoting, and staging both the Canadian and World Cycling Championships. In parallel, City staff is responsible for minimizing and mitigating where possible, impacts and disruptions to citizens and visitors, as well as helping facilitate municipal services required to implement successful championships. In fulfilling that responsibility, City staff has assembled, with the help of a consultant, a traffic and transportation plan which we recommend be endorsed by City Council and forwarded to the Cycling Championship organizers for adoption, implementation, and for communication to the public. The executive summary of the consultant's report is attached to this report as Appendix A. Colour copies of both the Executive Summary and the complete report have been distributed to members of Council separately.

The HCCC has not, to City staff's knowledge, presented or published the details of exactly how the event will be staged (operational plan). Once the HCCC's operational plan is developed, City staff can then assist in the development of a parking strategy to deal with the needs of the residents who will have limited or no access to the area inside the race course while events are underway, and the needs of media, participants, event officials and spectators.

Council directed in August 2001 that an agreement be entered into with the HCCC to outline roles/responsibilities, payment arrangements for City services, equipment and facilities. That agreement has not yet been developed/signed because the transfer agreement from the Canadian Cycling Association (CCA) to HCCC has not yet been signed - in the absence of that agreement, technically speaking, responsibility for organizing the championships still lies with the CCA. Given the delays experienced to date in the organizational/administrative aspects of the HCCC, and the anticipated release of federal funding, it is staff's recommendation that an agreement between the HCCC and the City defining the working relationship be developed and put in place as soon as possible, even if the agreement is contingent on the transfer agreement between the HCCC and the CCA being signed at a later date.

In anticipation of this agreement, it is in the City's interest to send an appropriate staff delegation to the 2002 World Championships in Zolder, Belgium in October in order to observe and gather pertinent information for the needs that will be required for the 2003 championships.

BACKGROUND:

A. STATUS UPDATE ON WORLD CYCLING CHAMPIONSHIPS FROM STAFF PERSPECTIVE

In April 2002, staff prepared a World Cycling Update Report that applied approved performance indicators for event organizers to the HCCC related to the cycling event. Performance indicators include:

- Revenue/sponsors
- Organization support structure
- Business plan
- Realistic project management schedule
- Community presence and human/financial/technical/administrative resources

Utilizing the above performance indicators, based on the publicly stated information from the event organizers, it would appear there is little change from the April status report, except for the following:

- Discussions with the Provincial government have begun, but the funds required to implement the event are not yet secured.

- The HCCC Board met in June, where City staff together with MMM Consultant presented the City staff work to date and the approved finalized race routes.

- The HCCC office closed the end of June and staff relieved of their duties, while the organization underwent restructuring. One staff person remains carryout the office duties and event organization function in a temporary office location. City staff maintains communication with the HCCC staff and Canadian Cycling office staff on a regular basis. City staff together with the one HCCC staff continues to meet with stakeholders to present the race routes. (example: Hospitals, BIA's and Red Cross.)

- City staff from Community Services and Tourism Hamilton are currently working together with HCCC staff and Canadian Cycling Association staff to prepare the 2003 World Cycling presentation to the International Cycling Union (governing body of cycling) at this year's World Cycling event in Zolder, Belgium in October. Several City staff members are designated to be part of the HCCC team attending the Zolder race. It would be preferable for the legal agreement between City and HCCC being in place and signed before staff attend the 2002 World Championships, to clearly position the working relationship.

Council approved establishing a World Cycling Council Liaison Committee composed of Ward Councillors from the affected Wards. The Committee is to work with staff throughout the City's facilitation of both the 2003 Canadian and World Cycling Championships. The Committee is also to work with staff to establish an election signage guideline/policy/By-law with respect to election signs for the 2003 municipal elections, as the World Championships will occur some three weeks before the election and election signing will require different treatment in 2003.

The Council Liaison Committee has met twice and has discussed the following:

- A draft By-law to regulate the placement of municipal election signs has been prepared and presented to the World Cycling Steering Committee for review and comment. The draft By-law contains specific provisions to prohibit the placement of election signs during the period of time when the World Cycling Championships are in progress. The By-law also contains regulations respecting the placement of election signs at all other times and serves to consolidate existing election sign regulations from the former area municipalities. The City's Legal Services Division will complete a review of the draft By-law before a public meeting is scheduled before the City's Hearings Sub-Committee in November to review the By-law provisions.
- The liaison committee had in-depth discussions with staff regarding race route, implications, and the transportation plan proposed in this report. It is the committee's opinion that the transportation framework plan is the responsibility of the HCCC to implement and work into their Cycling Operational Plan.
- City staff from Community Services and Police Services met several times to review the race courses and operational needs to propose an EMS/Police security plan to be co-ordinated with the Transportation plan. The EMS/Police plan cannot be finalized until an HCCC Operational Plan is in place.

With the work completed to date by City staff and MMM Consultants, staff feels they are at the point where the HCCC must finalize their event operational plan before additional work is undertaken.

B. TRANSPORTATION PLANNING FOR THE TWO CYCLING CHAMPIONSHIPS

The Canadian Cycling Championships will take place on two to three days in late June 2003, primarily on the weekend. The Canadian Championship forms an excellent opportunity to test out the operation of the event before a relatively limited audience. In addition, the world governing body for cycling requires a trial event prior to holding the World Championships, so the Canadian event is a mandatory precursor to the World Championships. In essence, the impacts on the citizens of Hamilton with respect access, road closures, etc. will be the same as the World Championship, except for reduced spectator volume.

The World Cycling Championships take place on a 6 day (Tuesday through Sunday) period in October of 2003 just prior to the October long weekend. Both time trial (one cyclist at a time) and group races will be held at the Canadians and the Worlds. Each type of race event uses a different course depending on the day, age group of the riders, etc. In all cases, however, the impact of the cycling race routes is to effectively close off a significant area of the City.

The responsibility for organizing and executing the two race events lies with Hamilton 2003 Cycling Championships Corporation (HCCC). The role of City staff is to assist the organizers by providing advice and information in order that they can most successfully implement these two events. Staff felt that there was a significant role to be played in managing and mitigating the transportation, access and parking impacts of the cycling events. As such, a staff committee comprised of representatives of the various T.O.E. groups such as Traffic, Transit, Construction and Infrastructure as well as representatives of Community Services, Finance and Administration (Parking), and Corporate Communications was established. With the assistance of Marshall, Macklin, Monaghan, who had previous experience with such events as the planning for the Toronto Olympics, the various transportation aspects of the event have been considered.

The appendix attached to this report provides a summary of the analysis and discussions with recommendations as to the best way to manage the transportation and access issues. Colour copies of the Appendix and of the entire report have been forwarded to members of Council separately.

B.1 Access Within the Race Course

There are three basic sets of issues affecting transportation access and parking for the events. First, there are the needs of the residents and businesses within the race course. There will be, other than emergency access, virtually no vehicular access to and from the inside of the race course while events are underway. This means the area inside the race courses will be closed for roughly 12 hours a day. Figures ES-1, ES-2 and ES-3 indicate the locations where vehicle and pedestrian crossing maybe allowed at limited time periods, where crossings would only be allowed on foot and where pedestrian bridges are suggested. The organizers must consider the needs of the pedestrians in terms of providing access points as suggested and also consider potential parking arrangements for the residents outside the race area so that residents may access their vehicles and use them during the day.

St. Joseph's Hospital is an important member of the community within the race course and specific provisions have been suggested in regard to access. An emergency lane/bus lane on James Street South is recommended in order to make access for ambulances easier. Two-way operation of John Street from the Jolley Cut to Main Street is also recommended, although the exact usage (transit, emergency services and/or the public) remains to be defined. The operation of James and John in the area of the hospital is shown in Figure ES-5.

A key element of the organizers' responsibilities is the communication to the residents and businesses within the race area of the limitations of access and transportation. Issues such as deliveries to businesses, which must occur outside of race hours, must be worked out. Institutions such as churches and day care must be communicated with in order that they can prepare and modify their activities accordingly. All residents of the area must understand well in advance what their constraints will be in terms of parking and access, so alternate arrangements can be made.

B.2 Travel Around and in the Area of the Race Course During the Events

The placement of the race courses and duration of the events will be extremely disruptive to motor vehicle traffic in the City of Hamilton. The remaining roadway systems both north/south and east/west do not have the capacity available to accommodate the normal background traffic. In addition, there will be spectator traffic to be accommodated as well as the special needs of the participants and organizers. As such, a priority scheme has been proposed for identifying the level of service to be provided to various users of the roadway system. This scheme is shown on Table ES.2 and it is specifically recommended that this priority scheme be endorsed by Committee and Council, as it provides a framework for decision-making in regard to the event.

Based on this framework, a wide range of alternatives have been investigated as to how to operate the roadway system. It is recommended that the major interchanges on Highway 403 to the lower City of Hamilton be effectively closed, as shown in Figure ES-6. Traffic will not be permitted to exit Highway 403 at York Boulevard or at the Main Street exit adjacent to Dundurn Street Traffic exiting the Main Street West exit near Newton Street or the Aberdeen Avenue exit will only be permitted for race participants, spectator shuttles, McMaster University and local residents. Traffic destined for downtown Hamilton during race event days coming from Burlington or Toronto will be required to use the Skyway Bridge and the Burlington Street entrance to the City. All other traffic will have to find its way into the City from the Lincoln Alexander Parkway and downtown via the remaining mountain accesses to the east of the Clairmont.

At first appearance, this is extremely restrictive but the analysis of the existing traffic volume demands has shown that this is the best way to operate the roadway system in Hamilton. If the interchange ramps to Highway 403 remain open, congestion will occur and the service to spectators, participants, emergency vehicles and transit will be severely substandard. Figure ES-10 shows the proposed signing system required to reroute traffic.

B.3 Spectator Services

The proposed approach for dealing with spectators is to provide parking lots on the periphery of the City for shuttle bus service to the downtown or to points of interest on the race course. Potential lot locations and spectator volumes are shown in Figures ES-8 and ES-9.

The alternative to peripheral lots is to allow parking in the core near the race route. This is unacceptable as there is not parking or roadway capacity to accommodate spectator traffic close to the race course. Also, any excess parking will be required for residents.

The shuttle bus scheme requires the event organizers to undertake to negotiate the use of private and public parking spaces around the periphery of the City and also requires a very large shuttle bus fleet that is not easily obtained. The organizing committee will have a major undertaking to identify to spectators the best route to access the shuttle bus parking areas and to ensure excellent service to these shuttle bus parking lots.

B.4 Travel Demand Management

The term travel demand management means convincing drivers to take alternate routes, to travel at alternate times, to use alternate modes of transportation, such as public transit, or not to travel at all. The impacts of the bike races are severe enough that travel demand management is mandatory and it is strongly recommended that the organizing committee work with major institutions and the public to implement travel demand management strategies. For instance, the HCCC has already established contacts with Mohawk College with regard to potentially rescheduling some classes.

B.5 Conclusion

In conclusion, it is recommended that the transportation plan in the consultant's report be endorsed by Council and be forwarded to the organizing committee with a strong recommendation for accepting the designs and plans and implementing them with the appropriate communications plan. This includes the necessary contacts with the Ministry of Transportation for signing of the Queen Elizabeth Way and Highway 403 for the event and for the ramp closures.

ANALYSIS OF ALTERNATIVES:

Without an aggressive transportation planning strategy for the bike races, the downtown area of Hamilton's street system will be gridlocked for peak hours of the day. This will negatively impact on businesses, on transit, on emergency access, and on spectator access to the event itself.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

It is anticipated that the Hamilton Cycling Championships Committee will reimburse the City for the cost of the consulting fees on this project. In addition, considerable resources of City staff have been applied to this project. At this time, staff feel that the transportation plan is as complete as it can be, pending the HCCC's operational plan, and staff will not be carrying on further work until the HCCC plan is presented.

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Through the City's formal representatives on the Cycling Championships Committee, presentations about this transportation plan have been made in the past. As noted above, a wide range of civic departments have been involved in the preparation of the plan.

CITY STRATEGIC COMMITMENT:

The Canadian and World Cycling Championships are major events. The World Cycling Championship is reported to be the biggest single sporting event in the world in the year 2003, with an estimated world-wide viewership of 500 million people. As such, it puts the City of Hamilton on the world stage with an extremely high profile.

It is the organizers' responsibility to organize and execute the event, including all necessary communication with the external agencies and the public. Staff are committed to working with the HCCC and completing our role in terms of minimizing or mitigating the transportation impacts of the cycling events on our residents, and providing the optimum access to the event for participants, organizers, media and spectators.

The World Cycling Championship spans many of our basic core values such as innovation, respect, teamwork, and excellence, and will showcase Hamilton to the world.

Attached: Appendix A

EXECUTIVE SUMMARY

The Hamilton 2003 Cycling Championships Corporation (HCCC) is the agency which will have the responsibility for the organization and operation of the 2003 Canadian and World Cycling Championships. The Canadian Championships will be held on Thursday, June 26 and Saturday, June 28 and the World Championships will be held from Monday, October 6 to Sunday, October 12. **Figures ES-1 to ES-3** illustrate the various racing courses used for these Championships.

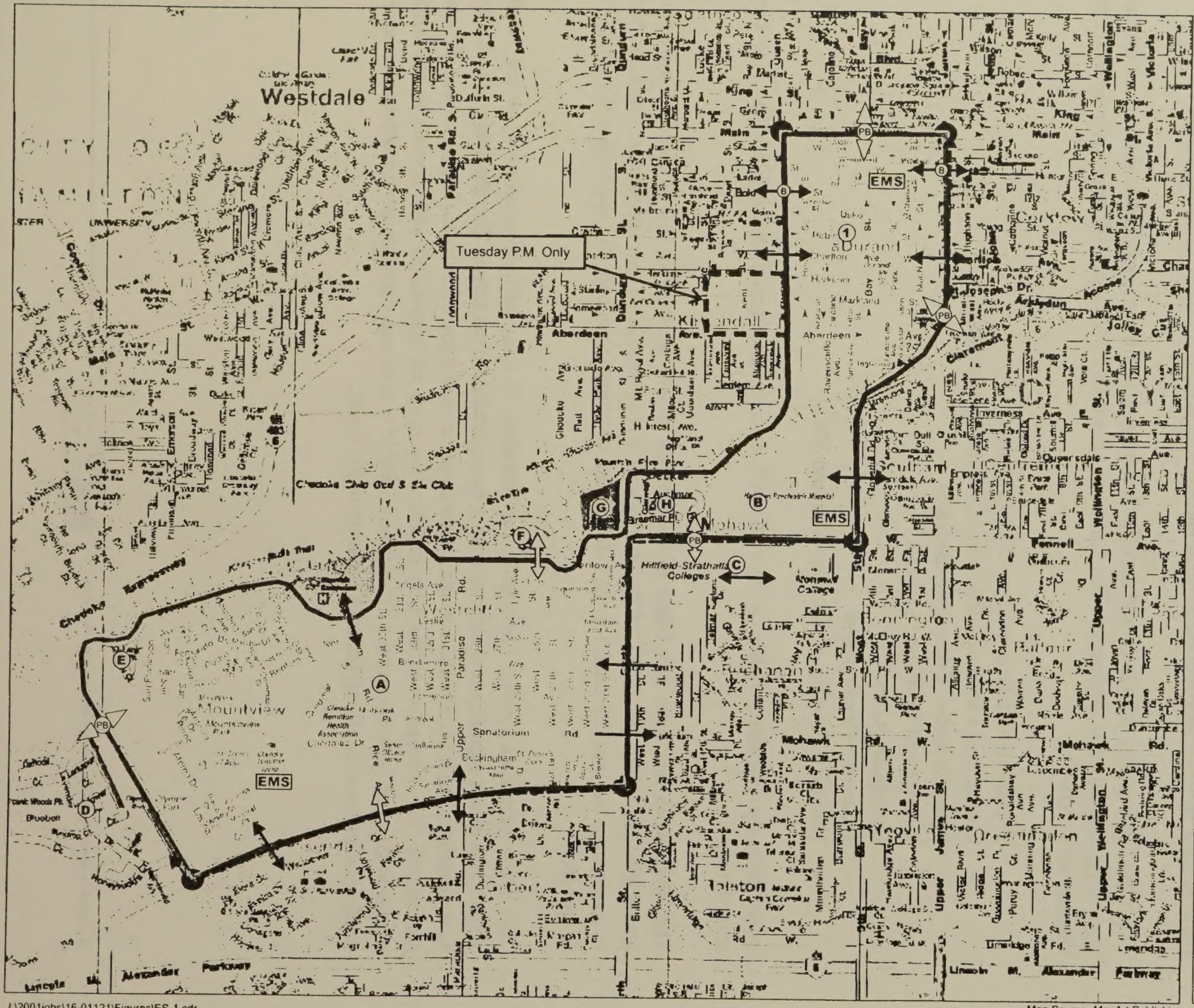
This report defines the principles and specific requirements of the transportation framework for this organizing committee to implement. The framework has been developed with input from several City Departments including:

- Transportation, Operations and Environment
- Culture and Recreation Division / Community Services
- Parks Division / Community Services
- Finance and Corporate Services
- Communications
- Economic Development
- Hamilton Emergency Services (Fire and EMS)

Input from the Hamilton Police Service as well as several affected stakeholders has also been considered.

This framework has been developed to the furthest extent possible in the absence of a detailed operational plan from the HCCC. City Staff regard this submission as an appropriate point at which to summarize the work to date, for the information of Council, and for the application by HCCC to the project.

This event represents a major opportunity for Hamilton, in terms of hosting an event on the "world stage". It is also a significant challenge from a transportation perspective. The challenge is to be able to successfully meet the events' transportation demands while maintaining sufficient service for non-race travel. The disruption to the City of Hamilton must be minimized with respect to residential communities and area businesses. Emergency vehicle access and adequate personal/business access need to be maintained throughout the duration of the event.


Westdale
Tuesday P.M. Only
EMS
EMS
EMS
Mountview
Durand
Kirkendall
Corktown
Hillfield-Strathallan Colleges
Mohawk College
Chedoke Club Golf & Ski Club
A
B
C
D
E
F
G
H
1
PB
PB
PB

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Map Source: *MapArt Publishing*

LOWER HAMILTON

Area	Population	Employment	Typical Vehicle Trips Across Course ** weekday
1	10,570	5,275	30,515

UPPER HAMILTON

Area	Population	Employment	Typical Vehicle Trips Across Course ** weekday
A	7,750	1,970	13,300
B		575	600
C	350	1,000	2,690
D	1,440		2,445
E	50*		115
F	50*		115
G	100*		215
H	245		490
Total	10,485	4,545	19,970

* *Estimate*
** *2-way trips over 10-hour day*

LEGEND

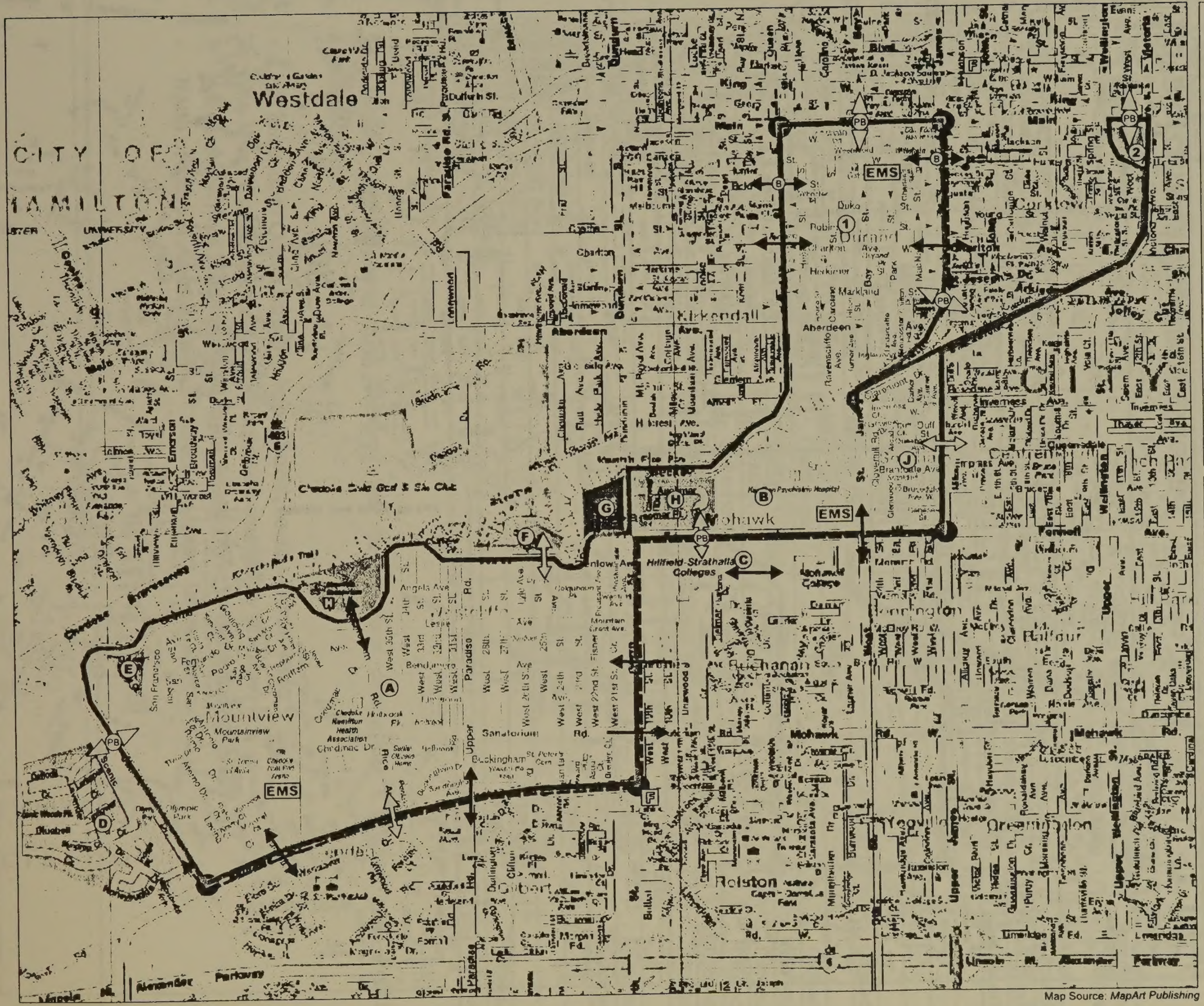
▬	Cycling Course
☐	No vehicle access
☐	Limited Mid-day access only
↔	Possible vehicle & pedestrian crossing
◄Ⓑ►	Possible bus route crossing only
⇔	Possible pedestrian crossing only
◁PB▷	Possible pedestrian bridge crossing only
◄-►	Shared access road (Part of the road open to traffic)
●	Shared access intersection
EMS	EMS locations

FIGURE ES-1
MAP A - SHORT TIME TRIAL COURSE

Canadian
Thursday June 26

Worlds
Monday October 6
Tuesday October 7
Wednesday October 8

August 22, 2002


CITY OF HAMILTON
Westdale
Kirkendall
Durand
Corktown
Mohawk
Mountview
Buchanan
Balfour
Kennington
Yeoville
Gilbert
Rolston
Chedoke Civic Golf & Ski Club
Hillfield-Strathallan Colleges
Mohawk College
EMS
PB
B
1
2
A
B
C
D
E
F
G
H
J
Main
King
Aberdeen
Upper Paradise Rd.
West 5th
Mohawk Rd.
Sanatorium Rd.

Map Source: *MapArt Publishing*

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LOWER HAMILTON

Area	Population	Employment	Typical Vehicle Trips Across Course ** weekday
1	10,570	5,275	30,515
2	500*	100	230
Total	11,070	5,375	30,745

UPPER HAMILTON

Area	Population	Employment	Typical Vehicle Trips Across Course ** weekday
A	7,750	1,970	13,300
B		575	600
C	350	1,000	2,690
D	1,440		2,445
E	50*		115
F	50*		115
G	100*		215
H	245		490
J	890		1,550
Total	11,0375	4,645	21,520

* *Estimate*
** *2-way trips over 10-hour day*

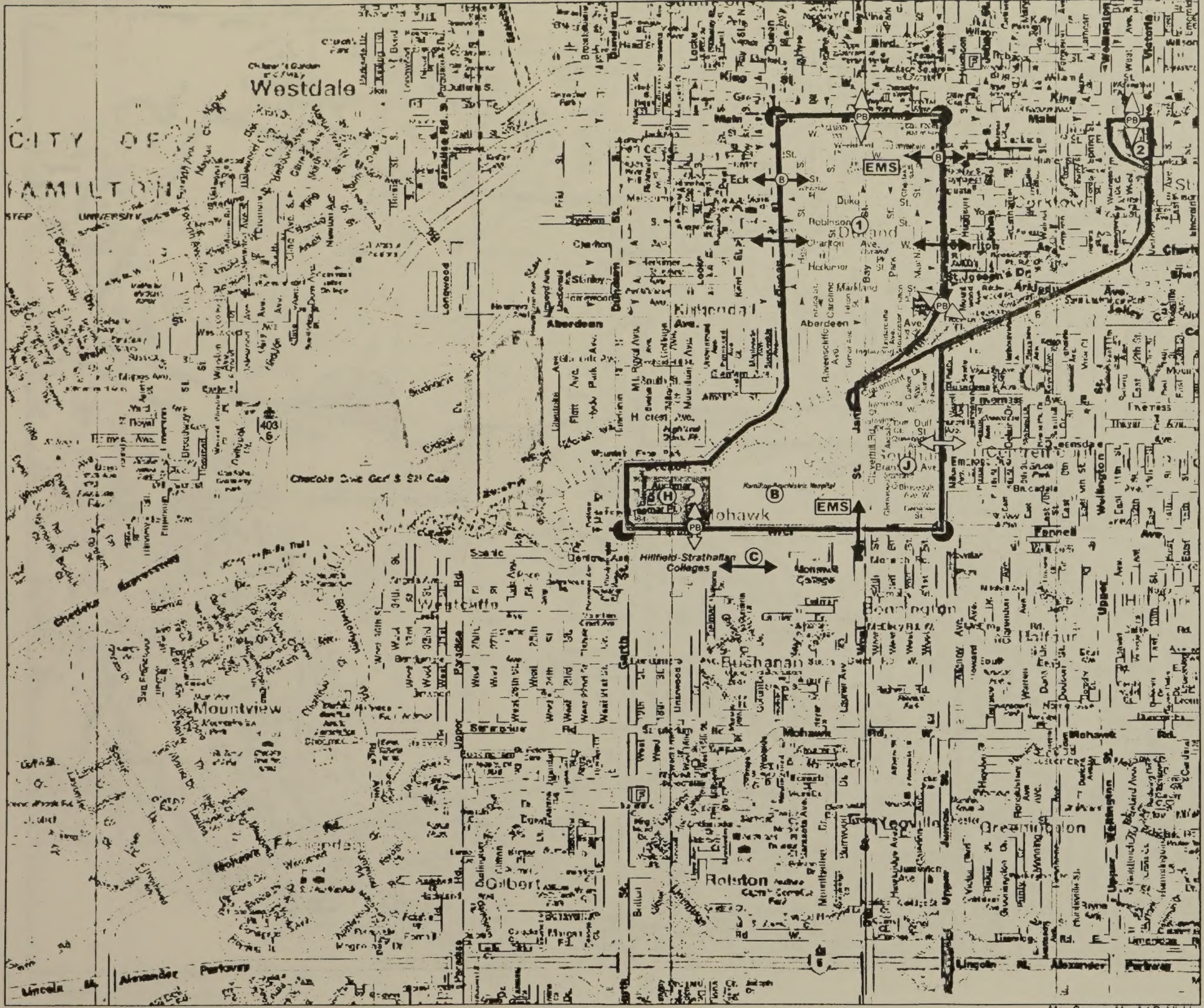
LEGEND

—	Cycling Course
☐	No vehicle access
☐	Limited Mid-day access only
↔	Possible vehicle & pedestrian crossing
↔ B	Possible bus route crossing only
⇔	Possible pedestrian crossing only
⇔ PB	Possible pedestrian bridge crossing only
←-→	Shared access road (Part of the road open to traffic)
●	Shared access intersections
EMS	EMS locations

FIGURE ES-2
MAP B - LONG TIME TRIAL COURSE

Worlds
Thursday October 9
(PM Only)

August 22, 2002


CITY OF HAMILTON
Westdale
Mountview
Kirkendall
Durand
Corktown
Southam
Mohawk
Buchanan
Balfour
Yeoville
Greeningdon
Rolston
Gilbert
Hillfield-Strathallan Colleges
EMS
PB
B
C
H
J
1
2
Main
King
Aberdeen
Mohawk
Fennell
Upper Paradise Rd.
Lincoln Alexander Parkway
403

Map Source: *MapArt Publishing*

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LOWER HAMILTON

Area	Population	Employment	Typical Vehicle Trips Across Course ** weekday	
			weekday	weekend
1	10,570	5,275	30,515	20,225
2	500*	100	230	40
Total	11,070	5,375	30,745	20,265

UPPER HAMILTON

Area	Population	Employment	Typical Vehicle Trips Across Course ** weekday	
			weekday	weekend
B		575	600	500
C	350	1,000	2,690	2,920
H	245	100	490	510
J	890		1,550	1,720
Total	1,985	12,675	5,330	5,650

* *Estimate*
** *2-way trips over 10-hour day*

LEGEND

—	Cycling Course
☐	No vehicle access
☐	Limited Mid-day access only
⟷	Possible vehicle & pedestrian crossing
◀Ⓑ▶	Possible bus route crossing only
⇔	Possible pedestrian crossing only
◁PB▷	Possible pedestrian bridge crossing only
◀- -▶	Shared access road (Part of the road open to traffic)
●	Shared access intersections
EMS	EMS locations

FIGURE ES-3
MAP C -ROAD RACE COURSE

Canadian
Saturday June 28

Worlds
Thursday October 9 (AM)
Friday October 10
Saturday October 11
Sunday October 12

August 22, 2002

Major Disruptions to the Hamilton Transportation System

It is important to understand the extent of disruption that the Canadian and Worlds Cycling Championships (CCC and WCC) will cause to the City of Hamilton road and transit systems. **Table ES.1** summarizes the road closures and restrictions during the two days of the CCC and the seven days of the WCC (from approximately 7 a.m. to 6 p.m.).

TABLE ES.1
ROAD CLOSURES AND RESTRICTIONS

Street	From	To	Short Time Trial Course	Long Time Trial Course	Road Race Course
Main	Queen	James	Closed	Closed	Closed
Queen	Main	Aberdeen	Closed	Closed	Closed
Beckett	Aberdeen	Fennell	Closed	Closed	Closed
Scenic	Garth	Mohawk	Closed	Closed	
Mohawk	Scenic	Garth	Shared	Shared	
Garth	Mohawk	Fennell	Shared	Shared	
Fennell	Garth	West 5th	Shared		
Fennell	Garth	Upper James		Shared	Closed
West 5th	Fennell	James Mountain	Closed		
Upper James	Fennell	Claremont		Closed	Closed
Claremont	Upper James	Wellington/Victoria	Closed	Closed	Closed
Victoria	Claremont	Main	Closed	Closed	Closed
Wellington	Main	Claremont	Closed	Closed	Closed
James Mountain	West 5th	St. Joseph's	Closed	Closed	Closed
James	St. Joseph's	Main	Shared	Shared	Shared
Intersections					
Main at Queen			Shared	Shared	Shared
Garth at Fennell			Closed	Closed	Shared
Scenic at Mohawk			Shared	Shared	
Mohawk at Garth			Shared	Shared	
Fennell at West 5th			Shared	Shared*	
Fennell at Upper James				Shared	Shared
James at Main			Shared	Shared	Shared

** To/from south only*

In addition, the following road closures will be in place during the Canadian and World Championships:

- All roads from Queen Street to James Street, south of Main Street
- The Jolley Cut (restricted to only transit and emergency services)
- All roads north of Mohawk Road, from Scenic Drive to Garth Street
- North of Fennell Avenue, West 5th Street and Upper James Street

At the same time that these major roads will be closed, the neighbourhoods within them will also be closed. Illustrated in **Figure ES-4** are the stakeholder groups and residential areas that will have severely limited access between 7 a.m. to 6 p.m. throughout the duration of the event.

The WCCC is anticipating up to 100,000 spectators attending the races on the peak days. This is a major event, on a par with the Commonwealth Games or the Paralympics. These demands have to be managed pro-actively, to ensure that the spectators' experience of Hamilton and the races is the best possible.

Major Recommended Transportation Initiatives

Operational strategies will be required that have major impacts on the Hamilton transportation system. These include:

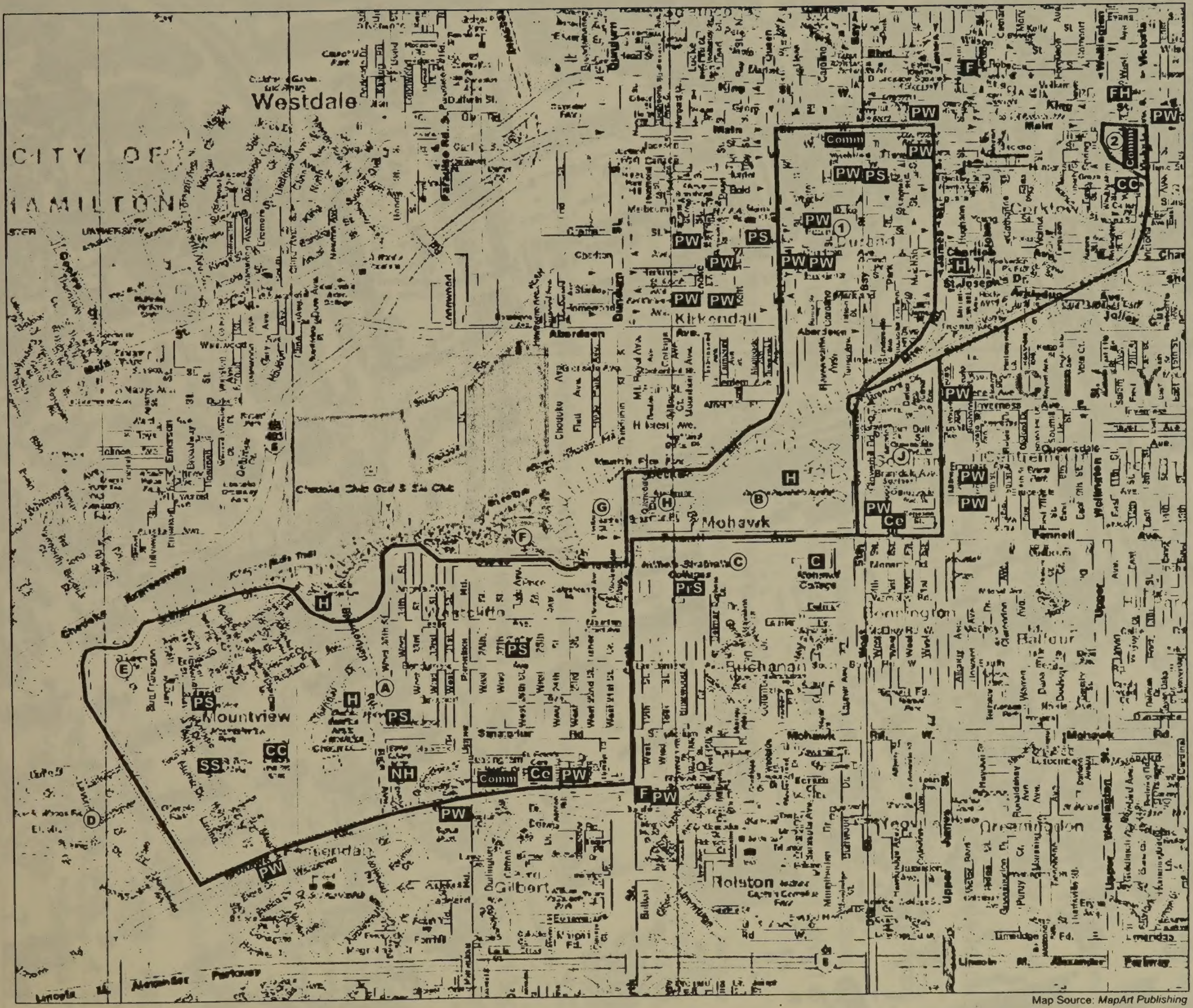
- Closure of selected Highway 403 exit ramps in the west end of the City
- Diversion of vehicles around the City via the Queen Elizabeth Way and other provincial highways
- Operation of the Jolley Cut as a transit and emergency services-only route
- Operation of John Street as a two-way street (see **Figure ES-5**)
- Limiting access to and parking in selected neighbourhoods to only residents' vehicles
- Shared access on certain major roads (with cycle traffic restricted to part of the pavement, and the other part for public traffic). These roads include Mohawk Road and Fennell Avenue

Required Actions and Deliverables from the HCCC

The required deliverables include:

1. **The HCCC must define and implement a plan for moving travel demands around the course areas (i.e. accommodating travel not related to the race):**

    a) Detailed operational plan for traffic, ensuring that there are continuous effective routes around the course area.
    b) Diversion plan for traffic around the City, addressing signing and provincial highway ramp closures. The HCCC will have to arrange for the production and placement of the signing, including the relevant MTO and City permits
    c) Making arrangements related to impacts on affected neighbourhoods. The HCCC will be responsible for development and distribution of parking/access permits for residents' vehicles in certain areas, and arranging for residents parking outside the course for those communities with no vehicular access. The City is developing a parking strategy for on-street parking to assist in accommodating this need, and the HCCC must coordinate with this strategy


CITY OF HAMILTON
Westdale
Kirkendall
Durand
Corktown
Mohawk
Buchanan
Balfour
Mountview
Rolston
Gilbert
Mohawk College
Chedoke Golf Club
1
2
A
B
C
D
E
F
G
H
J
PW
PS
PrS
SS
CC
Ce
FH
H
C
NH
Comm
F

Map Source: *MapArt Publishing*

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LOWER HAMILTON

Area	Population	Employment
1	10,570	5,275
2	500*	100
Total	11,070	5,375

UPPER HAMILTON

Area	Population	Employment
A	7,750	1,970
B		575
C	350	1,000
D	1,440	
E	50*	
F	50*	
G	100*	
H	245	
J	890	
Total	11,0375	4,645

* *Estimate*

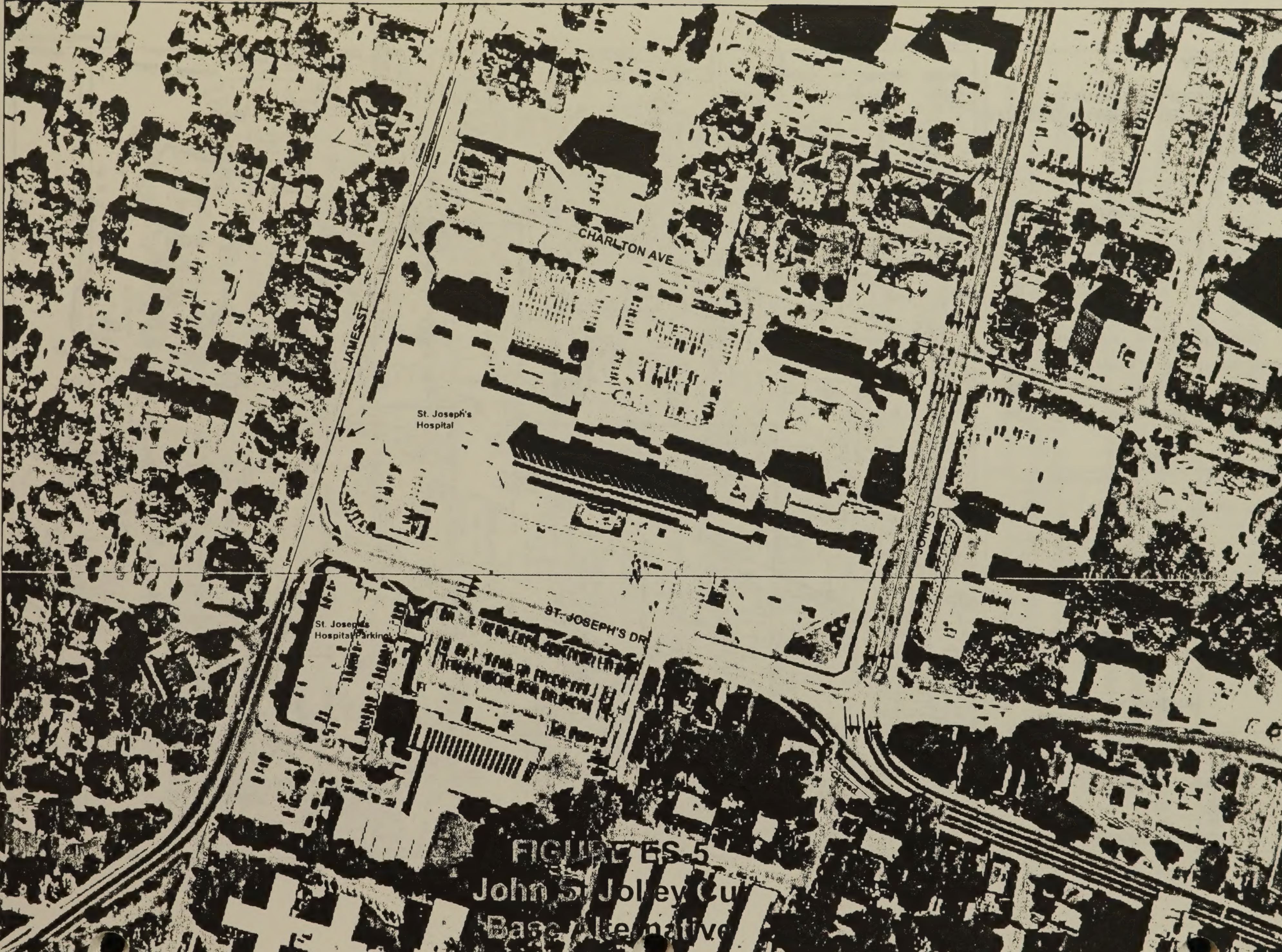
** *2-way trips over 10-hour day*

LEGEND

PW	Place of Worship	SS	Separate School
Ce	Cemetery	PrS	Private School
FH	Funeral Home	PS	Public School
Comm	Commercial	C	College
F	Fire Station		
H	Hospital		
A	Ambulance Station		
CC	Community Centre		
NH	Nursing Home		

FIGURE ES-4
LOCATIONS OF
AFFECTED STAKEHOLDER INSTITUTIONS
WITHIN THE ISOLATED AREAS

August 22, 2002



CHARLTON AVE.
JAMES ST
St. Joseph's Hospital
JOHN ST
ST. JOSEPH'S DR
St. Joseph's Hospital Parking

FIGURE ES-5
John St. Jolley Cut
Base Alternative

This plan must be integrated with the City's plans for permanent changes to the downtown road network. **Figure ES-6** illustrates the recommended traffic operations plan for managing traffic flow through the downtown core from the west-end of the City during the events.

2. **The HCCC must define and implement a plan for managing demands across the race boundary (to and from the isolated areas):**

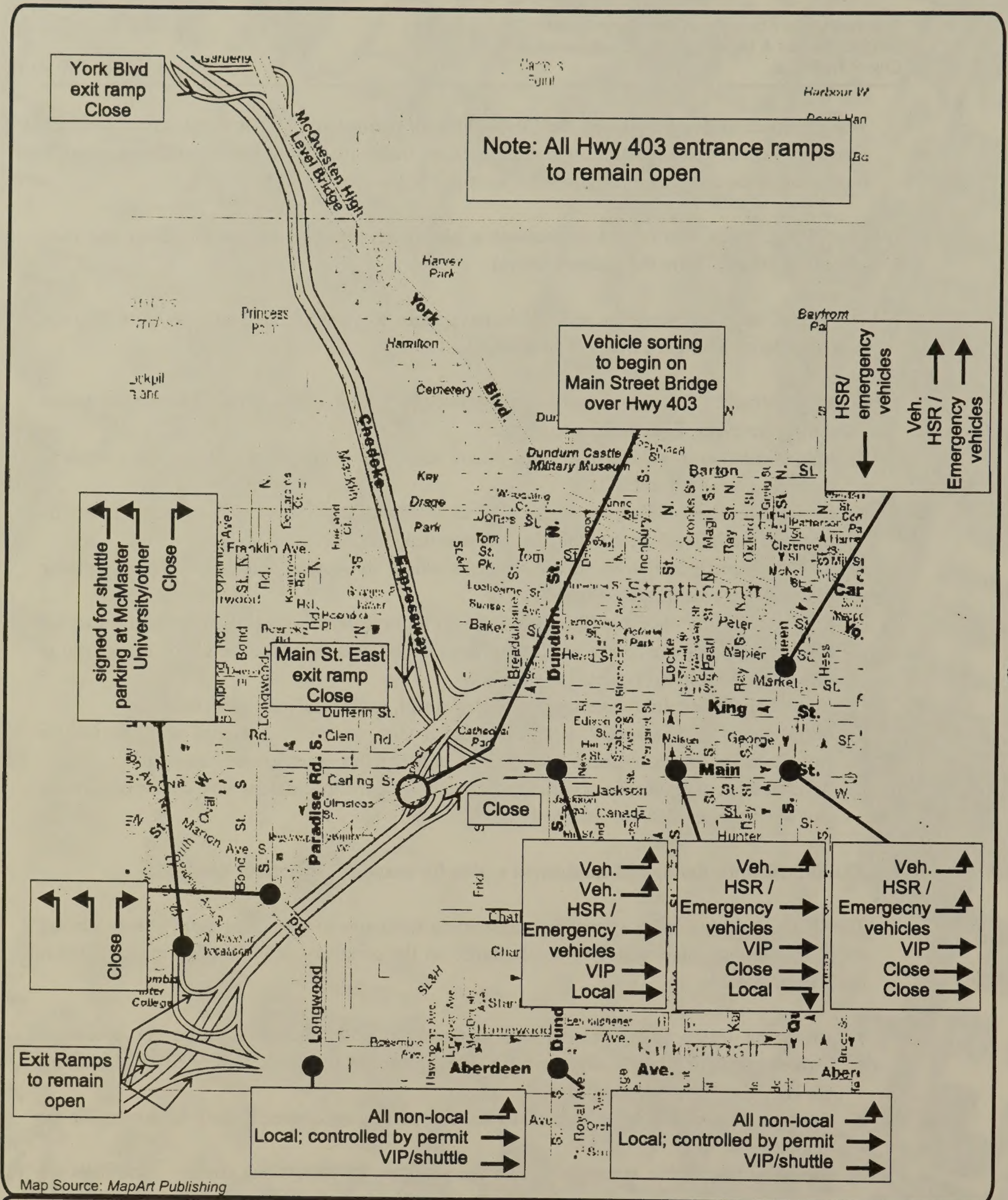
The HCCC must minimize the level of inconvenience to those residing or working within the race boundaries during the event. The plan should include:

a) Implementation of at-grade and grade-separated pedestrian crossing points across the course during the event (Figures ES-1 to ES-3)
b) Implementation of vehicular crossing points across the course during the mid-day break in races (Figures ES-1 to ES-3)
c) Plan to effectively utilize the mid-day break to allow for the movement of vehicular traffic in/out of the isolated areas within the course at designated crossing points
d) Plan of implementation to shuttle residents within the course area to pedestrian crossing points throughout the day (**Figure ES-7**)
e) Integration with Police and EMS/Fire Services for emergency access requirements across the course, and along the course when necessary (the International Cycling Union has agreed to this access principle) (Figures ES-1 to ES-3)
f) Coordination with utility agencies (re: water, sewer, cable, gas, telephone, etc.)
g) Coordination with essential and non-essential City services. Essential services include garbage collection; non-essential services include functions such as tree removal
h) An effective communications plan to ensure that movement across the race course does not in any way interfere with on-track activities

3. **The HCCC must define and implement a plan for managing spectator demands:**

The HCCC must provide a system for transporting spectators to the course from remote parking areas, to minimize race-related vehicular traffic on the periphery of the cycling course. This is expected to include:

a) Arranging leases for, preparing and managing remote parking facilities for spectators ("gateway parking lots"). **Figure ES-8** identifies several possible remote parking facilities the HCCC may be able to utilize.
b) Arranging for shuttle buses to be used for transporting spectators, as well as drivers for the vehicles
c) Providing shuttle bus terminals around the periphery of the cycling course. Terminals are envisaged in the area of the start/finish line, Mohawk College and Cannon/Wellington. **Figure ES-9** illustrates the shuttle bus terminal locations.


York Blvd exit ramp Close
Note: All Hwy 403 entrance ramps to remain open
McQuesten High Level Bridge
York Blvd.
Chedoke Expressway
Princess Park
Hamilton Cemetery
Harvey Park
Dundurn Castle & Military Museum
Vehicle sorting to begin on Main Street Bridge over Hwy 403
HSR/ emergency vehicles
Veh. HSR / Emergency vehicles
signed for shuttle parking at McMaster University/other
Close
Main St. East exit ramp Close
Close
Strathcona
Barton St.
King St.
Main St.
Dundurn St. N.
Locke St.
Queen St.
Aberdeen Ave.
Longwood Rd.
Paradise Rd. S.
Veh.
Veh.
HSR / Emergency vehicles
VIP
Local
Veh.
HSR / Emergency vehicles
VIP
Close
Local
Veh.
HSR / Emergecny vehicles
VIP
Close
Close
Close
Exit Ramps to remain open
All non-local
Local; controlled by permit
VIP/shuttle
All non-local
Local; controlled by permit
VIP/shuttle

Map Source: *MapArt Publishing*

Marshall
Macklin
Monaghan

FIGURE ES-6
TRAFFIC OPERATIONS PLAN
WEST END

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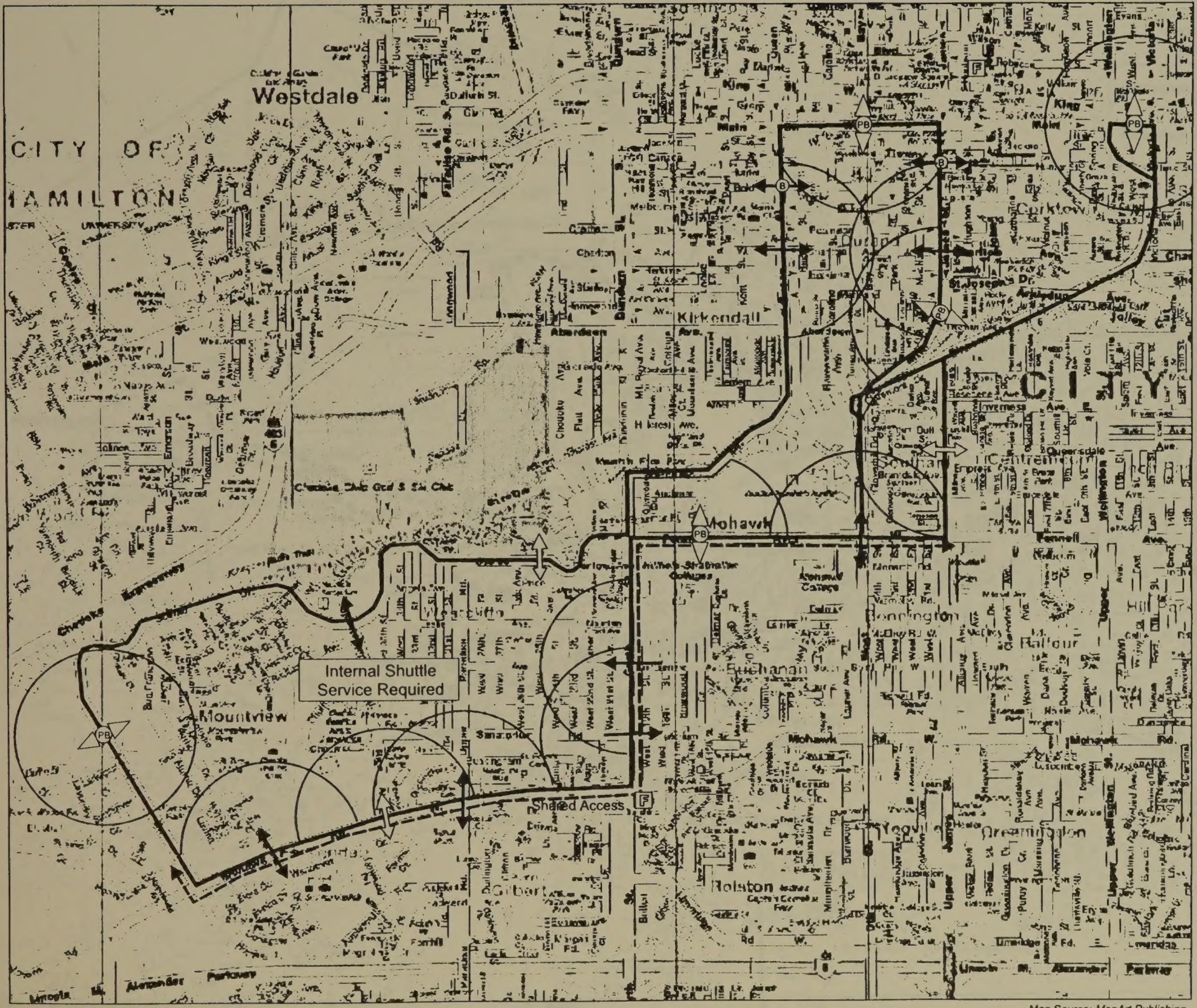
August 22, 2002


CITY OF HAMILTON
Westdale
Kirkendall
Durand
Corktown
CITY
Southam
Centremount
Mohawk
Bennington
Balfour
Buchanan
Mountview
Yeoville
Rolston
Gilbert
Internal Shuttle Service Required
Shared Access
PB
B
F

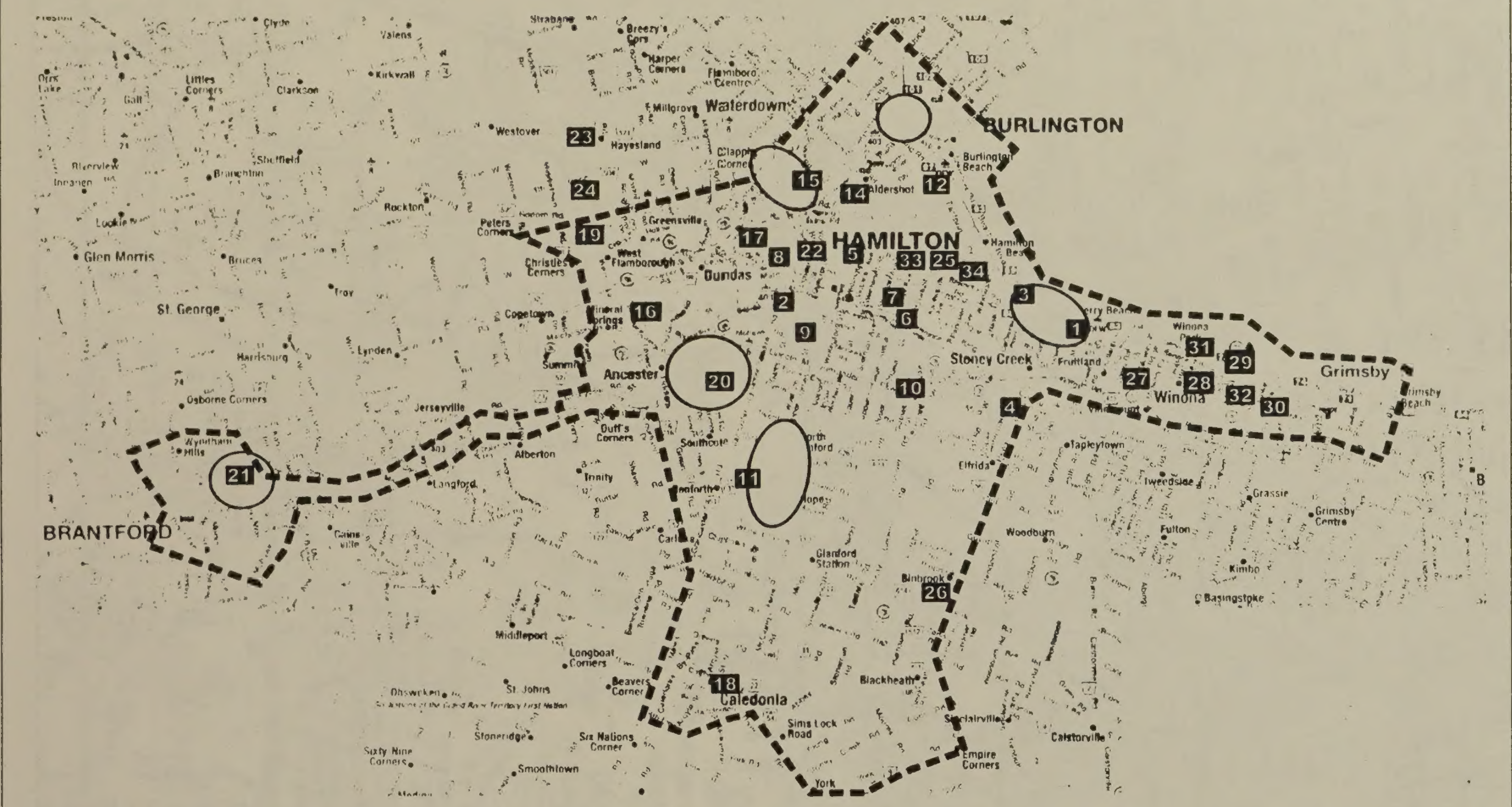
Map Source: *MapArt Publishing*

LEGEND

- ⟷ Possible vehicle & pedestrian crossing
- ◀Ⓑ▶ Possible bus route crossing only
- ⇔ Possible pedestrian crossing only
- ◁Ⓟⓑ▷ Possible pedestrian bridge crossing only
- ◠ Pedestrian walking distance from crossing points (400m radius)

FIGURE ES-7
PEDESTRIAN AREAS SERVED BY POSSIBLE CROSSING POINTS
Maximum Distance: 400m

August 22, 2002


BURLINGTON
HAMILTON
Waterdown
Dundas
Ancaster
Stoney Creek
Winona
Grimsby
Grimsby Beach
Caledonia
BRANTFORD
St. George
Glen Morris
Lynden
Jerseyville
Alberton
Westover
Hayesland
Millgrove
Flamborough Centre
Harper Corners
Breezy's Corners
Strabane
Clappison Corners
Aldershot
Burlington Beach
Hamilton Beach
Greensville
West Flamborough
Christie's Corners
Peters Corners
Copetown
Mineral Springs
Summit
Duff's Corners
Southcote
Mount Hope
Glanford Station
Binbrook
Blackheath
Woodburn
Elfrida
Tapleytown
Tweedside
Fruitland
Fulton
Grassie
Grimsby Centre
Kimbo
Basingstoke
Caistorville
Sinclairville
Empire Corners
York
Sims Lock Road
Six Nations Corner
Beavers Corner
Longboat Corners
Middleport
Ohsweken
St. Johns
Stoneridge
Smoothtown
Sixty Nine Corners
Wyndham Hills
Osborne Corners
Harrisburg
Troy
Rockton
Kirkwall
Valens
Clyde
Littles Corners
Clarkson
Sheffield
Branchton
Bruces
Lockie
Riverview
Inman
Galt
Langford
Cainsville
Trinity
Carluke
Westover
Trout Lake

Map Source: *MapArt Publishing*

LEGEND

- - - - - Shuttle Ride Boundary

○ Possible Gateway Location

Possible Parking Locations

1	Canada Post on Millen Road
2	Chedoke Civic Golf and Ski Club (Summer only)
3	Confederation Park (Worlds only)
4	Drive-in Theatre on Green Mountain Road
5	Eastwood Park
6	Gage Park (Worlds only)
7	Ivor Wynne Stadium/Scott Park
8	McMaster University (Weekends only)
9	Mohawk College (Weekends only)
10	Mohawk Sports Park
11	John C. Munro Airport
12	Canada Centre for Inland Waters
13	GA Love Plant on North Service Road
14	Hidden Valley Park
15	MTO Car pool lot at Hwy 403 and Hwy 6
16	Dundas Valley Conservation Area
17	Olympic Park and Hydro Lands (Weekends only)
18	Caledonia Fairgrounds
19	Christie Conservation Area (Worlds only)
20	Ancaster Fairgrounds
21	Lynden Park Mall
22	Kay Drage Park (Hwy 403)
23	Flamborough Speedway
24	Flamborough Downs
25	Stelco/Dofasco Lands
26	Binbrook Fair
27	Stoney Creek City Hall
28	Winona Park
29	Fifty Point Marina
30	Casablanca Interchange
31	National Defence Lands
32	Van Kemp Equipment Gravel
33	P+G Lands (Dofasco)
34	Firestone Lands

FIGURE ES-8
SHUTTLE RIDE CATCHMENT AREA
FROM DOWNTOWN HAMILTON

(CATCHMENT AREA = +20 MINUTES DRIVE-TIME)

August 22, 2002

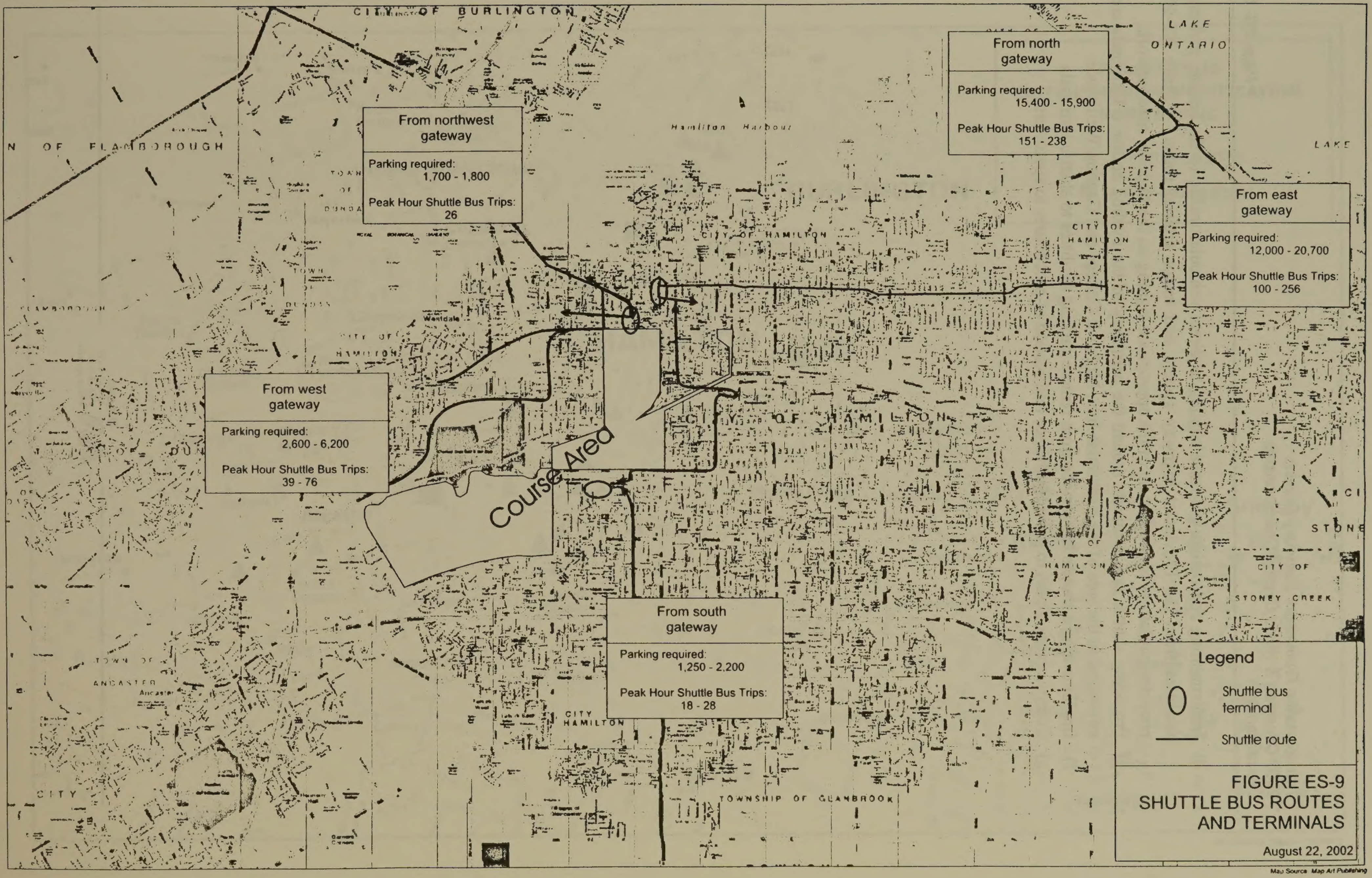

CITY OF BURLINGTON
LAKE ONTARIO
LAKE
N OF FLAMBOROUGH
Hamilton Harbour
TOWN OF DUNDAS
CITY OF HAMILTON
Westdale
Course Area
CITY OF STONEY CREEK
TOWN OF ANCASTER
Ancaster
CITY HAMILTON
TOWNSHIP OF GLANBROOK
From north gateway
Parking required: 15,400 - 15,900
Peak Hour Shuttle Bus Trips: 151 - 238
From east gateway
Parking required: 12,000 - 20,700
Peak Hour Shuttle Bus Trips: 100 - 256
From northwest gateway
Parking required: 1,700 - 1,800
Peak Hour Shuttle Bus Trips: 26
From west gateway
Parking required: 2,600 - 6,200
Peak Hour Shuttle Bus Trips: 39 - 76
From south gateway
Parking required: 1,250 - 2,200
Peak Hour Shuttle Bus Trips: 18 - 28
Legend
0 Shuttle bus terminal
— Shuttle route

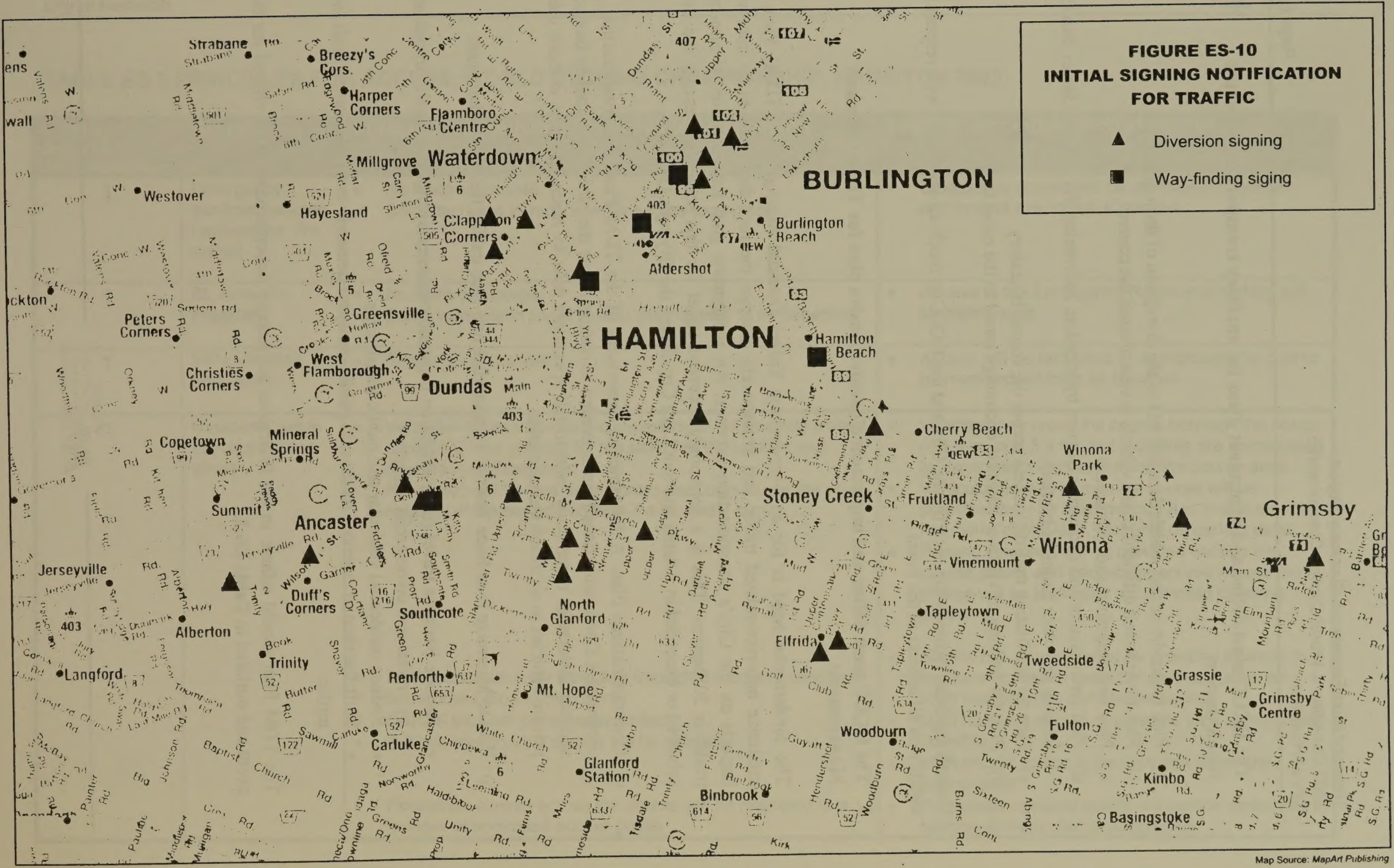
FIGURE ES-9
SHUTTLE BUS ROUTES AND TERMINALS

August 22, 2002

Map Source: Map Art Publishing

d) Implementing appropriate guidance signing to direct vehicular traffic to the remote parking facilities from the Provincial highway system and major arterial roads. **Figure ES-10** provides guidelines for placement of the appropriate signing on the regional road network.
e) Providing shuttle bus terminals around the periphery of the cycling course. Terminals are envisaged in the area of the start/finish line, Mohawk College and Cannon/Wellington
f) Implementing a shuttle bus service from remote parking facilities to shuttle terminals
g) Communication plan to provide advance notification of procedures to spectators

FIGURE ES-10
INITIAL SIGNING NOTIFICATION FOR TRAFFIC


▲ Diversion signing
■ Way-finding siging
BURLINGTON
HAMILTON
Grimsby
Burlington Beach
Aldershot
Waterdown
Millgrove
Clappison's Corners
Flamboro Centre
Harper Corners
Breezy's Cors.
Strabane
Westover
Hayesland
Peters Corners
Christies Corners
Greensville
West Flamborough
Dundas
Copetown
Mineral Springs
Summit
Ancaster
Jerseyville
Duff's Corners
Alberton
Langford
Trinity
Southcote
Renforth
Carluke
Mt. Hope
North Glanford
Glanford Station
Binbrook
Elfrida
Stoney Creek
Fruitland
Hamilton Beach
Cherry Beach
Winona Park
Winona
Vinemount
Tapleytown
Tweedside
Woodburn
Fulton
Grassie
Kimbo
Basingstoke
Grimsby Centre
407
403
QEW

Map Source: MapArt Publishing

4. **The HCCC must define and implement plans for ancillary transportation-related requirements:**

   a) Plan for media access which does not add to the disruption of through traffic
   b) Plan for safe and efficient chase vehicle access around the course
   c) Plan for competitor and VIP access
   d) Plan for vehicular and pedestrian barriers by location, addressing the need for Jersey barriers, fencing and other forms of barrier
   e) Plan for facilitating mid-day access across the course boundary
   f) Plan for parking of visitors' bikes (to encourage travel to the races by bike)

Underlying these issues is the need for the City and the HCCC to reach an agreement with respect to liability on all aspects of the event.

5. **The HCCC must define and implement a comprehensive plan for Travel Demand Management:**

   The fundamental need is for an over-arching Travel Demand Management (TDM) Plan, to minimize non-race-related traffic and pro-actively manage the race traffic so as to minimize impacts on the City's transportation network. An appropriate goal for reduction of non-race traffic is 30 percent. This is a commonly accepted target for this scale of event; it has been achieved or exceeded in Atlanta and Salt Lake City during the Olympic Games.

   a) Communications Plan. A fundamental component of the TDM Plan is communication. A progressive Communications Plan is needed to communicate the race restrictions to business and the residential community, and to tell spectators how to reach the race without using private vehicles to approach the race area.

   b) Plan to Minimize Non-Race Traffic. To minimize non-race traffic, the TDM Plan must:

      - Reduce business travel (both employee trips and commercial trips) on public transit and by private and commercial vehicle
      - Reduce residential vehicular and public transit trips
      - Shift the time of essential traffic and public transport demands to avoid overlap with race traffic

   The TDM Plan should adhere to the Principles for Access Accommodation developed for this event and outlined in **Table ES.2**.

TABLE ES.2 PRINCIPLES FOR ACCESS, WORLD CYCLING CHAMPIONSHIP, HAMILTON 2003

Priority in terms of Accommodation	**Group**	**Level of inconvenience in access to be expected**	**Level of accommodation in access**
1	Emergency services vehicles (ambulance, fire, police)	• No limits on access • Some increase in response time to be expected	• Emergency access will be permitted to, across and around the course if needed
1	St. Joseph's Hospital	• No limits on access • Some increase in travel time to the Hospital to be expected	• Access to the Emergency Room and parking will be maintained
1	VIPs, athletes and media	• Few limits on access	• Access will be facilitated to and around the course by reserved vehicles as required
1	Residents within the race course areas	• Vehicular access across the course must be severely limited during the race periods for the safety of the cyclists and other race requirements • No access will be permitted across the course over the vast majority of the period between 7 a.m. and 7 p.m. • HSR routes normally travelling through the course areas will be rerouted around the course • DARTS trips will be severely limited • GO bus trips to train station will be delayed • Pedestrian access across the course will be restricted to a number of controlled access points	• Vehicles may cross the course between the hours of 7 p.m. and 5 a.m., but residents are encouraged to leave their vehicles outside the course area • Vehicular access across the course will be permitted only for brief periods (i.e. less than one half-hour) at mid-day, and only on certain days • Parking locations will be provided outside the course areas, and pedestrian access across the course will be facilitated at controlled crossing points • Shuttle bus services may be provided in areas to facilitate access to essential services, such as HSR bus services outside the course • DARTS users should reschedule trips as much as possible • HSR shuttle routes to be provided inside the course area • Pedestrian crossing points will include pedestrian bridges at major demand locations

Priority in terms of Accommodation	Group	Level of inconvenience in access to be expected	Level of accommodation in access
2	Volunteers for the race	• Vehicular access will only be possible before 7 a.m. and after 7 p.m.	• Volunteers would likely be expected to make their own way to the course area • It may be advantageous for the race operator to provide shuttle services around the course area to move volunteers to their intended locations
2	Residents of the City of Hamilton outside the course area	• Vehicular access to the course district and the surrounding area will be significantly reduced due to traffic controls and congested conditions • Vehicular access on escarpment crossings will be significantly reduced due to the course closures and traffic congestion • HSR service may be delayed due to congestion • DARTS trips may be delayed due to congestion • Pedestrian trips will be unaffected	• One east-west route through the City below the Mountain will be maintained for vehicular access • One east-west route through the City on the Mountain will be maintained for vehicular access • Transit priority routes will be provided where possible for HSR routes, both east-west and up and down the escarpment • DARTS trips will proceed as usual
2	Spectators using shuttle bus service	• Limited access from provincial highways • Congestion on the roads around the course if not in shuttle bus • No parking availability adjacent to the course	• Parking lots will be provided at "gateway" locations approximately 20 minutes by shuttle bus from the course • Shuttle buses will run between the course area and all designated gateway parking lots, providing frequent service • HSR buses will operate around the periphery of the course area
3a	Employees working within the race course areas or close to	• Vehicular and HSR access will not be possible between 7 a.m. and 7 p.m. • Employees who drive to locations within the course would need to either travel before/after this period, or work	• Limited parking for employee vehicles may be arranged on the periphery of the course area • Pedestrian access will be facilitated at a limited number of crossing points

Priority in terms of Accommodation	**Group**	**Level of inconvenience in access to be expected**	**Level of accommodation in access**
	it (i.e. between Dundurn and Wentworth)	elsewhere • Employees who drive to locations around the course periphery would experience significant delays	
3b	Commercial deliveries to destinations within the race course areas	• Vehicular access across the course must be severely limited during the race periods for the safety of the cyclists and other race requirements • No access will be permitted across the course over the vast majority of the period between 7 a.m. and 7 p.m.	• Vehicular access will be permitted across the course between 7 p.m. and 7 a.m. • Businesses will be encouraged to stockpile supplies where possible
3c	Other trips to destinations within the race course areas	• Events such as religious services, weddings and funerals will not be able to be held at places of worship within the course district	• Places of worship and funeral homes will be notified of the restrictions, and alternate locations will be identified for these events • Shopping, recreational and other non-essential trips will only be possible as pedestrian trips
4	Spectators who attempt to drive to the course area	• Significant level of inconvenience: little or no access by private vehicles	• Minimal accommodation: vehicular access will be significantly reduced and parking will be strictly controlled

Timelines

Timelines defined for the HCCC to follow to ensure the success of the events are shown in **Table ES-3.** These focus on the integration of the transportation plan and the communications plan, because communication with the community will be essential to the success of the races, and transportation is expected to be of paramount interest to the community.

It should be noted that the communications plan should focus from the outset on both the CCC and WCC, to alert the community to both events. Once the Canadian Championship is complete, the focus will turn exclusively to the Worlds Championship.

TABLE ES.3
RECOMMENDED TIMELINES FOR HCCC

Task	Activities	Year 2002				Year 2003									
		Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.
1	HCCC defines Operational Plan	☆													
2	Transportation Plan completed		☆												
3	Communications Plan														
	* Initial Outreach (1st Notice)		☆												
	* Work with stakeholders to define TDM Plan actions			▬	▬	▬	▬								
	* Public Information Centres							☆							
	* 2nd Notices to affected communities									☆					
	* Media Blitz Re CCC / WCC										☆				
	* Notices Re WCC										☆	▬	▬	☆	▬
	* Media Blitz Re WCC										☆	▬	▬	☆	▬
4	Hold CCC										●				
5	Revise / Enhance Plans											▬	▬		
6	Hold WCC														●

Note: *This table recommends the minimum amount of effort that should be put forth by the HCCC*

SECTION 6

CITY WIDE
IMPLICATIONS

6.1

CITY OF HAMILTON

MAYOR'S COMMUNITY TRUSTEE PANEL
To Create a Permanent Hamilton Future Fund

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Hamilton Community Trustee Panel
Date:	August 26, 2002	**Prepared by:**	C. Elliott 546-2162 R. Rossini 546-6150

SUBJECT: Creation of a Permanent Hamilton Future Fund – Final Report (FCS02107)(City Wide)

RECOMMENDATION:

a) That the projects listed in Appendix A totalling $37,024,000 be funded from the Hamilton Future Fund.

b) That the Hamilton Future Fund be invested and managed internally by City of Hamilton staff, as described in the body of the report.

c) That the Governance Model for the Hamilton Future Fund as described in the body of the report be endorsed.

Robert E. Wade
Mayor, City of Hamilton and Panel Chair

EXECUTIVE SUMMARY:

This report presents the findings and final recommendations of the Mayor's Community Trustee Panel on the establishment of a permanent Hamilton Future Fund, the recommended projects to be funded from the initial $37 million and the governance of the fund.

Preliminary report (FCS02027) presented to Committee of the Whole March 19, 2002 recommended and received endorsement to establish a separate and permanent community trust fund (i.e., the Hamilton Future Fund) to be used to focus on some key areas of investment in the City. Council also approved a split fund model, protecting $100 million for 5 years and $37 million to be strategically invested over 5 years. The approved funding structure allows investment to be made in the near term, while at the same time maintaining a sizeable permanent fund to benefit Hamiltonians in perpetuity.

This report recommends a list of projects totalling $37,024,000 (Appendix A) for funding from the Hamilton Future Fund and the preferred fund governance model.

BACKGROUND:

The City of Hamilton has received $137 million from Hamilton Hydro in July 2002 for the value of Hydro assets owned by the City. The Mayor's Community Trustee Panel was established to develop a strategy for consideration by Council on the establishment and financial management of a permanent Hamilton Future Fund, with the original capital or seed money sourced from the Hamilton Hydro proceeds owing to the people of the City of Hamilton.

The establishment of this broad based community panel was designed to ensure the community is involved in deliberations about the permanent Hamilton Future Fund and its strategic use in building a city that will work, grow and prosper.

The panel consists of the Mayor, Councillors Caplan, Dilanni, and Ferguson, and 13 members of the community representing a broad community perspective both geographically and through interests. A list of the community members and a brief summary of their background is included in Appendix B.

In the initial meetings, staff presented the panel with an overview of the issues facing the City to assist in panel deliberations. The group then developed a mission statement and identified appropriate principles and criteria to guide the management of the fund, which are summarized below.

Mission Statement

> To create and protect a permanent legacy for the current and future generations of Hamiltonians to enjoy economic prosperity and improved quality of life.

Guiding Principles

Investments Provide Permanent Community Benefit

- Funds should be "invested" rather than "spent" so as to be of permanent benefit to the community.
- Concept of "Return on Investment" included in all funding allocation decisions.
- Create a legacy for future generations
- Investments should be made with the long-term impact fully understood.

Improve the Economic Prosperity of Hamiltonians

- Investments should take into account the potential for economic development.
- Tax Competitiveness with neighbouring municipalities

- Downtown redevelopment
- Development of key economic clusters (e.g. the airport, the waterfront, etc.)
- Strategic investments in job creation.
- the Business Tax Reduction (BTR) program.

Self-Sustaining Fund

- Funding structure options were reviewed by the panel
- Recommend establishment of $100 million permanent fund
- Growth over 5 years to return it to the original amount ($137 million)
- Recommendations for allocation of $37 million over 5 years forthcoming

Investments should Achieve Specific, Measurable Results

- Investments will include specific performance measures
- Clear articulation of expected outcome at time of investment (short and long term)
- Means by which success will be measured must be identified and accepted

Fund Management should include a Clear Accountability Framework

- Fund management should be accountable to its stakeholders and the community at large
- Separate and regular reporting of investment outcomes to Council.

Fund Management should be Transparent and Include Community Consultation

- Fund management should be transparent to stakeholders
- Regular community input
- Regular review of the fund and its direction be undertaken
- Clear accountability for Council and the Board

In order to create a self-sustaining fund, the panel recommended a Split Fund model, whereby $100 million would be protected for 5 years and $37 million would be strategically invested in projects over 5 years.

To provide guidance in the detailed panel deliberations, the Hamilton Community Trustee Panel submitted report "Creation of a Permanent Hamilton Future Fund – Preliminary Report (FCS02027)" to Committee of the Whole March 19, 2002, seeking Council approval of the following recommendations:

a) That the Mission Statement and Principles developed by the Mayor's Community Trustee Panel described in the body of this report and summarized in Appendix A to Report FCS02027 be endorsed.

b) That the Split Fund model ($100 million protected for 5 years and $37 million to be strategically invested over 5 years) be endorsed.

c) That the Community Trustee Panel be directed to report back with recommendations for the apportionment of the $37 million.

d) That the Community Trustee Panel be directed to report back with further recommendations regarding a preferred governance model."

Council endorsed the recommendations as presented. This report will address recommendations c) and d), making recommendation to Council on the apportionment of the $37 million and the preferred governance model to be used in administrating the fund.

ANALYSIS OF ALTERNATIVES:

ALLOCATION OF THE $37 MILLION

The Panel identified three strategic investment categories and recommends allocating a portion of funds according to its potential impact on Hamilton's future and support for the mission statement and the investment principles listed in the background section of this report. Growing Hamilton's economic base in order to create jobs and generate subsequent investment revenues was deemed most critical, and accorded the majority (65%) of investment funds by the Panel. Enhancing Hamilton's social fabric is recommended to receive 20% of funds, and 15% of investment funds are proposed to be earmarked with the goal of enhancing community life within the city.

The recommended investment categories are reflected on Appendix A (Proposed Projects Listing) and can be summarized as follows:

Enhancing Hamilton's Economy	65%
Enhancing Hamilton's Social Fabric	20%
Enhancing Hamilton's Community Life	15%
	100%

Staff provided the panel with a list of projects to consider for funding from the Hamilton Future Fund. The projects presented were considered high priority projects, however are unlikely to receive funding within the normal budget process for several years due to the City's current financial constraints. Presentations by staff provided the panel with details of each project.

The Panel also received funding requests from outside organizations or agencies including the Art Gallery of Hamilton, Giant's Rib, YWCA and the Urban Development Bank. The outside organizations were invited to make presentations to provide project details and answer questions related to the funding requests.

An interim report, FCS0264, recommended "that members of Council provide input on possible funding projects in accordance with investment and management principles previously endorsed by council in report FCS0227 and in accordance with the investment categories set out in the report herein." Several councillors submitted projects for consideration and made presentations to the panel supporting those projects.

EVALUATION OF PROJECTS

The Panel evaluated each submitted project using the Mission Statement and the Principals as a guide. Background material on projects being recommended for funding are contained in Appendix C.

RECOMMENDED PROJECTS

After careful consideration of each project, weighing the funding request against the guiding principles and the three investment categories to meet the needs of the City, the panel is recommending the projects listed in Appendix A. The projects total $37,024,000 of total available funds of $38,980,000 (including estimated earned interest of $1,980,000), leaving a contingency of $1,956,000.

Investment in Downtown Hamilton was considered a high priority by the panel and various Downtown related projects are recommended in this report, appearing in a separate section in Appendix A. The recommended funds earmarked for Downtown projects total $16,064,000.

The Proposed Project listing also categorizes the projects into the three investment categories, with total recommended projects in each category as follows:

Enhancing Hamilton's Economy	$24,564,000	66.3%
Enhancing Hamilton's Social Fabric	5,900,000	16.0%
Enhancing Hamilton's Community Life	6,560,000	17.7
	$37,024,000	100.0%

MANAGING THE FUND'S INVESTMENT PORTFOLIO

There are two options to managing the investment portfolio of the Hamilton Future Fund; use internal staff or hire a Fund Manager.

Option 1 – Internal Staff

Funds would be invested and managed by existing City Of Hamilton staff. The City has qualified investment personnel on staff, and for years have maintained a large and sophisticated investment program. Currently, the City's portfolio averages about $350 million. Our Chief Investment Officer, Gerry Boychuk, who has considerable private sector investment management experience, manages these funds. The City's investment performance has consistently matched or exceeded government bond fund indices. Therefore the Hamilton Future Fund can be professionally managed in-house by the Finance and Corporate Services Department.

Option 2 – External Fund Manager
This option entails employing the services of an external fund manager to invest and manage the fund.

A fund manager would charge a management fee of approximately 40 basis points on the value of the portfolio, which would equate to an annual cost of about $550,000 based on $137 million invested. These costs would be paid from the Fund's portfolio, thereby reducing the Fund's investment return.

An outside fund manager is restricted to invest in the same high quality bonds and bond funds as the City, as regulated by the Municipal Act, therefore the prospect of a fund manager producing significantly greater returns on investment than City staff is very unlikely.

The custodial fees and investment tracking costs are the same whether the investments are managed internally or externally.

Recommendation - Option 1
The only material difference between the two options is the annual management fee of approximately $550,000 to be paid to the fund manager under Option 2. Therefore staff and the Mayor's Community Trust Panel recommend Option 1, that the investment of the Hamilton Future Fund be managed internally by City of Hamilton staff. Avoiding the cost of the management fee will maximize the investment returns of the Fund.

FUND GOVERNANCE

In initial discussions of a proposed governance model the panel has identified three basic approaches to the permanent management of the fund.

- Charitable Trust Board of Trustees
- Direct Council / City administration of the funds
- Development Corporation or other arms length body

The Panel believes that the Fund should be managed separate and distinct from the ongoing financial affairs of the City. Initial discussions indicate a preference for an arms length group that would provide advice to Council. Such an arms length group would involve representation from Council and the community and would report to Council, who would have all final decision making authority. While staff nor the Panel have had the opportunity to research the feasibility or legality of establishing a Charitable Trust under the Income Tax Act, this can be explored in the future by the group selected to direct / manage the Hamilton Future Fund. The most likely scenario would be to explore the possibility of funding raising contributions to the Fund that would be income tax deductible.

Board of Governors for the Hamilton Future Fund

The Panel recommends that a permanent group called the Board of Governors for the Hamilton Future Fund (HFF) be established. The primary role of the Board would be to make recommendations to Council. The group would be responsible for:

- Recommending to Council future uses for the remaining $100 million fund component that will be invested over the next five years;
- Developing appropriate performance criteria and future investment priorities, and making related recommendations to Council;
- Soliciting public input on the future directions and priorities of the HFF;
- Tracking the HFF performance and ensuring projects are completed and the expected benefits materialize; and
- Issuing an annual report on the operation of the Fund (e.g., revenues, expenditures, investment performance, projects initiated and/or completed, etc.).

The Mayor's Community Trust Panel recommends the present panel, comprised of the Mayor, Councilors Caplan, Dilanni and Ferguson, and the 13 community members form The Board of Governors for the Fund for a 3 year term from the date of approval, with a quorum of 8. The Board would be supported by City staff and would meet as required.

It is recommended that the Board establish a Succession Sub-committee, with future membership to the Board of Governors for the Fund nominated by the Succession Sub-committee and ratified by Council.

The Panel also recommends the following:

- The Hamilton Future Fund be maintained in two separate reserves; one for the $37 million to be spent over the next five years and one of the other $100 million;

- Financial performance of the fund be accounted for and reported on separately from the City's other financial operations in an annual report format.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

FINANCIAL

The 2002 Capital Budget and 2002 – 2011 Forecast assumes $7.4 million per year (1/5th of $37 million) would be available from the Hamilton Future Fund for the years 2002 – 2006 to fund capital projects. Specific projects to be funded were not identified in the budget.

It is anticipated that the Hydro Funds will be used to fund projects that would otherwise be unaffordable if funded from the City's Capital Levy. Therefore using the Hydro Funds to finance the recommended projects will not result in a reduction to the Capital Levy.

STAFFING

The recommendation that the Hamilton Future Fund administered in-house by City staff will have no staffing implications. The City currently has competent and qualified personnel to invest and manage the assets of the Hamilton Future Fund.

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

All City of Hamilton Departments were consulted and invited to present projects for the consideration of the Panel for funding from the Hamilton Future Fund. Several agencies including the Art Gallery of Hamilton, Giant's Rib, YWCA and the Urban Development Bank also made funding requests and presentations to the Panel.

CITY STRATEGIC COMMITMENT:

The recommended projects are investments in the City to improve the economic prosperity and social and environmental quality of life for all Hamiltonians.

APPENDIX "A' TO FCS02107

COMMUNITY TRUST FUND
PROPOSED PROJECTS

AVAILABLE FUNDS	Enhancing Hamilton's Economy	Enhancing Hamilton's Social Fabric	Enhancing Hamilton's Community Life	Total
% Applied	65%	20%	15%	100%
Funds available(not including interest)	$24,050,000	$7,400,000	$5,550,000	$37,000,000
Estimated Interest Earned**	$1,287,000	$396,000	$297,000	$1,980,000
Estimated Funds Available	**$25,337,000**	**$7,796,000**	**$5,847,000**	**$38,980,000**

PROPOSED PROJECTS

Downtown Redevelopment Projects

Urban Development Bank	$2,000,000			
Business Plan $50K, Operating $250K	$300,000			
Streetscape Hughson and King William St.	$4,264,000			
Business Tax Relief (2002, 2003 & 2004) *	$8,000,000			
Art Gallery (Transitional Assistance)			$1,500,000	
Subtotal - Downtown Projects	**$14,564,000**	**$0**	**$1,500,000**	**$16,064,000**

Other Projects

Hamilton Gateway Infrastructure - Airport (Seed Money)	$5,000,000			
Hamilton Waterfront Trail Extention - Phase 1 - West half of pier 8.			$800,000	
Dieppe Memorial Park			$350,000	
Hamilton Scenic Waterfall Program			$500,000	
Hamilton Heritage Curatorial Centre			$1,500,000	
Skills Development Resource Centre and related initiatives		$2,400,000		
Affordable Housing Projects (HAPPI, etc.)		$3,000,000		
Hamilton Bio-Technology Incubator	$5,000,000			
Giants's Rib Discovery Centre			$300,000	
YWCA Ottawa St. Renovations / New West Mtn. Facilitiy (funding over 3 years)			$810,000	
Skateboard Parks (2)			$500,000	
Opportunity Fund		$500,000		
Powerline Trail - Conservation Authority			$300,000	
Subtotal - Other Projects	**$10,000,000**	**$5,900,000**	**$5,060,000**	**$20,960,000**

Total - All Projects	**$24,564,000**	**$5,900,000**	**$6,560,000**	**$37,024,000**

Contingency	**$1,956,000**

Balance	**$0**

* $4,000,000 has been committed for Business Tax Relief in the 2002 Tax Budget

** Estimated based on 4.0% annually commencing in 2003, as interest earned in 2002 was committed for other purposes in the 2002 Tax Budget. Expendtures of capital assumed to be $4,000,000 in 2002 and $8,250,000 plus earned interest in 2003, 2004, 2005 and 2006.

Community Members of the Mayor's Community Trustee Panel for Creating a Permanent Hamilton Future Fund

Name	Sector(s)	Area	General Background / Affiliations
Mr. Tom Atterton	Labour	Dundas	• Bachelor of Arts, McMaster University • Has served as a volunteer on various Boards and on numerous committees and task forces • Executive Director of the Worker Education Centre • United Way Board of Directors • Vice Chair, Board of Governors, Mohawk College • Hamilton-Wentworth Training Board • Industry Education Council • Local 42 Treasurer • Secretary, District Labour Council
Mr. Shawn Chamberlin	Finance and Commerce	Business is in Ward 1	• Former president of the Chamber of Commerce • Independent business owner – Light Computer Centre • Member of the Board of Governors for Mohawk College and Chair of the Small Business Management Advisory Board • Involved in St. Joseph's Capital Campaign • Chamberlin Property Management – Owns and operates single and multiple family units in Hamilton and Burlington
Ms. Christa Chamberlain	Neighbourhood, Community Development	Ward 3 – East City	• Very enthusiastic, grass roots individual – long-time east Hamilton resident • Currently employed with McMaster University as an Information Officer in the Office of Research Services • Former City of Hamilton employee (Ec. Dev., Clerks, Airport, City Alderman's offices and Engineering) and former Dofasco employee • Transportation Coordinator for Royal Bank Aquafest • Volunteer / fundraiser – community recreational organizations
Mrs. Elham Farah	Community Development, Culture, Education, Business	Dundas	• Very active in community service • Chair of the Canadian Institute of International Affairs, Hamilton Branch • Owner, Farah Foods / Hasty Markets • Teacher • Speaks English, Arabic, Hebrew and French
Mr. Brian Henley	Arts, Heritage and Culture	Ward 1	• Former Hamilton Public Library employee – special collections • Writer, researcher and broadcaster in local history • Current member of the Hamilton Historical Board • Current Board Member, Royal Botanical Gardens • Regular spot on CH TV • Involved with LACAC

Mr. Greg Hoath	Labour, Recreation	Ward 8	♦ Planning education ♦ Employed as a Business Agent, International Union of Operating Engineers ♦ Previous employment for Region and the PUMC ♦ Active community volunteer in recreational activities – coach
Ms. Pat MacDonald	Social Services, Education, Voluntary Sector	Ward 7 – Mountain	♦ Current Chair, Continuing Education, Mohawk College ♦ President Volunteer Centre ♦ Vice President, Board of Directors, Social Planning and Research Council ♦ Social Work education and training ♦ Other community involvement and volunteering
Mr. Bill Manson	Arts, Community, Education, Heritage	Ward 2 – Downtown	♦ Executive, Durand Neighbourhood Association ♦ Author of 2 books on Hamilton history ♦ Retired Teacher / Educator ♦ Past Member of Local Teacher's Federation Executive ♦ Involved in various arts organizations
Mr. Mark Milligan	Environment, Arts Finance and Commerce (Small Business),	Ward 1 (Residence), Ward 2 (Business)	♦ Multi-sectoral experience ♦ Previous Director; Hamilton Region Conservation Authority ♦ Cast member – Opera Hamilton ♦ Secretary / Treasurer, King St. W. BIA
Ms. Judy Partridge	Social Services, Community Development	Flamborough	♦ Manager, Community Services, Hamilton Spectator ♦ Many contacts with non-profits and service groups ♦ Experience in fund management ♦ Regularly liases with 80 charitable groups developing partnerships ♦ Past YMCA Board Member and Chair of Childcare Advisory Committee ♦ 20 years experience developing marketing strategies
Mr. Paul Shewfelt	Finance and Commerce, Health Services	Ward 12 – Ancaster	♦ Accountant ♦ Former Superintendent of Finance & Treasury – Hamilton Board of Education ♦ Former Chief Financial Officer of the Foundation Fund ♦ Former Director St. Peter's Hospital ♦ Senior ♦ Former municipal employee – Finance Department, Town of Ancaster ♦ Previous involvement with neighbourhood association
Mr. Thomas Weisz	Urban Development, Finance and Commerce, Law	Business in Ward 1	♦ President / CEO Effort Trust ♦ Senior Partner, Weisz, Rocchi and Scholes ♦ Past and present Director and Trustee of various public and private charitable foundations
Mr. Larry White	Education, Law, Neighbourhood Association	Ward 8	♦ Police Officer / Investigator / Trainer ♦ Co-Chair, Correctional Service of Canada, Hamilton Citizen's Advisory Committee ♦ Former Member, Board of Directors, Hamilton East Community Services ♦ Involved on Constituent Assembly

Appendix "C"
(FCS02107)

Presentation
to
Mayor's Community Trustee Panel

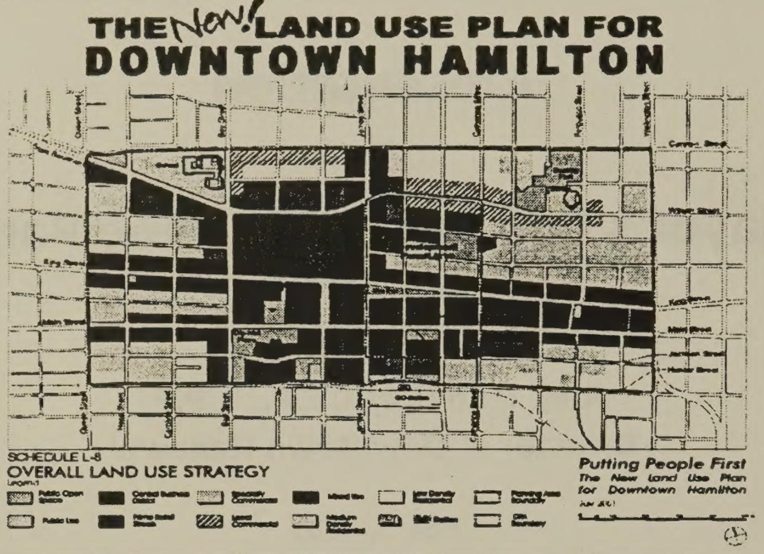
R.M. Marini, M.C.I.P., R.P.P.
Director of Downtown Renewal

May 6, 2002

Downtown Renewal Division

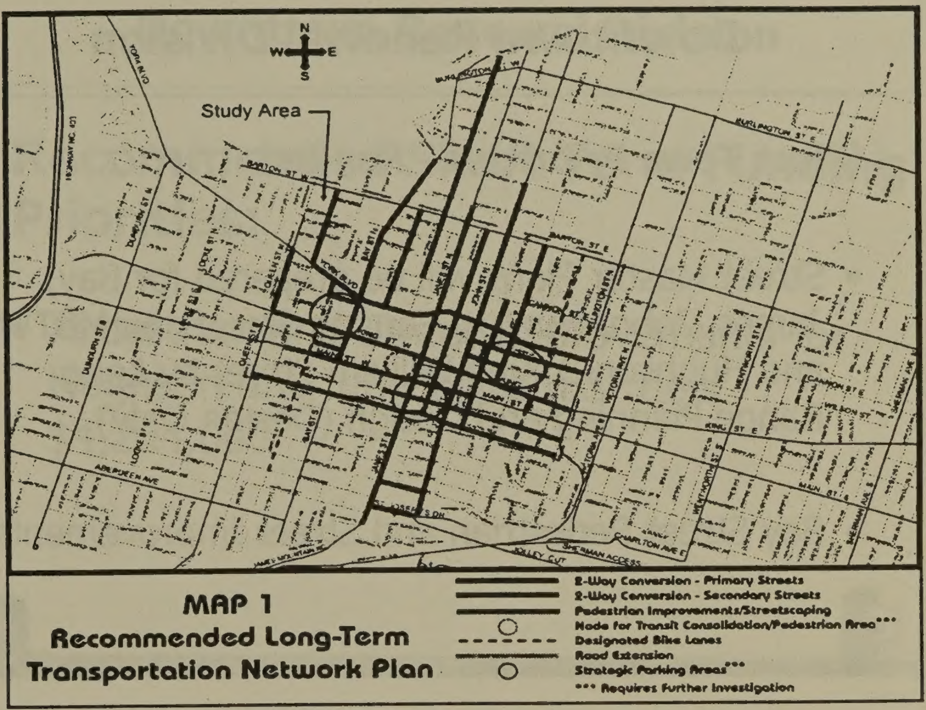
New Land Use Plan
For Downtown Hamilton

Downtown Renewal Division


THE New! LAND USE PLAN FOR
DOWNTOWN HAMILTON
SCHEDULE L-8
OVERALL LAND USE STRATEGY
Putting People First
The New Land Use Plan for Downtown Hamilton

Downtown Renewal Division

New Transportation Plan For Downtown Hamilton


N
W
E
S
Study Area
2-Way Conversion - Primary Streets
2-Way Conversion - Secondary Streets
Pedestrian Improvements/Streetscaping
Node for Transit Consolidation/Pedestrian Area***
Designated Bike Lanes
Road Extension
Strategic Parking Areas***
*** Requires Further Investigation

MAP 1
Recommended Long-Term
Transportation Network Plan

Downtown Renewal Division

10-Year Downtown Capital Budget Improvement Plan

Downtown Renewal Division

Short Term Priorities - Funded

- Street Master Plans will be prepared for Bay, James, John, Hunter, Cannon Streets by MBTW and Hughson & King William Street by Long Range Planning and Design (Design Only).
- Bay Street Pedestrian and Street Improvements.

Downtown Renewal Division

Short Term Priorities - Not Currently Funded

- Street Master Plan implementation for Caroline and King William Streets - $4,211,000
- Pedestrian and Street Improvements for Hughson and Hunter Streets - $5,910,000

Downtown Renewal Division

Recommended Short Term Funding Priorities:

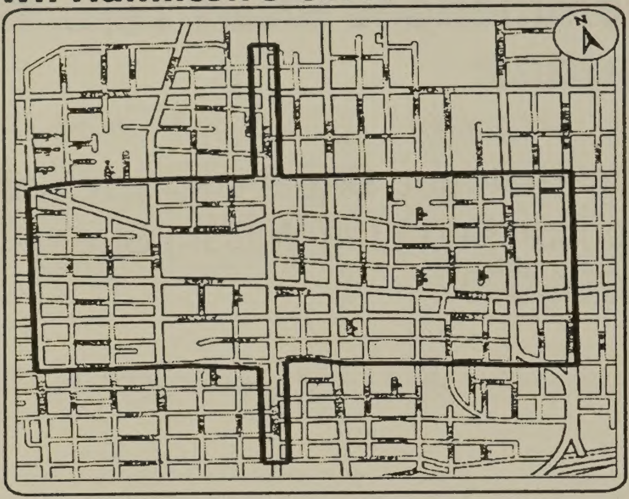
- Pedestrian and Street Improvements for Hughson and King William Streets - $4,264,000

Downtown Renewal Division

Program Review

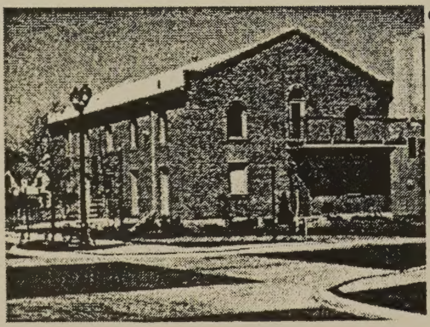
Downtown Renewal Division

Downtown Hamilton's CIPA



Downtown Renewal Division

Open For Business:



- Refundable development and fee charges for new residential and commercial development
- Refunds provided upon issuance of building permit
- Expires August 31, 2002

Downtown Renewal Division

Open for Business Funding Possibility

- Extension of program for an additional term of 1 year.
- Provides opportunity to waive application & development charges.
- Requires $250,000 to expand program for one more year.

Downtown Renewal Division

Related Initiative

Downtown Renewal Division

Urban Bank

- Development of an Urban Bank to provide gap financing for various developments to spur private sector re-investment.
- Funding commitment required with concomitant private sector funding.

Downtown Renewal Division

Urban Bank

- $2 Million start-up fund required.
- Contingent on $2 Million from private sector.

Downtown Renewal Division

Summary of Programs & Initiatives requiring funding:

- Open for Business Program - $250,000
- Urban Bank - $2 Million
- Hughson and King William Streets Master Plan Implementation - $4,264,000

AGH

Art Gallery of Hamilton

A presentation for the

MAYOR'S COMMUNITY TRUST PANEL

June 5, 2002

AGH
Art Gallery of Hamilton

Introduction

Good afternoon. Thank you for inviting me to make this presentation.

In 1998, the Art Gallery of Hamilton adopted a new Strategic Plan. This plan involved a profound rethinking of the Gallery's role within Hamilton as well as regionally, provincially, nationally and internationally. The Plan proposed a radical transformation of the Gallery's approach to programming, marketing and fundraising activities to build the profile of the Gallery and investment in the Gallery.

As a result of this strategy, we have achieved great measurable and non-measurable successes. Our programming and community outreach budget has increased four fold, attendance on-site at the Gallery has increased by 221% to more than 74,000 visitors each year, community partnerships have increased 650% and our self-generated revenue, through fundraising, shop sales, space rentals and special events, has increased by more than $1,000,000. The Gallery has received an unprecedented level of support from our community.

Most importantly, we have raised the $17.9 million toward our building renovations as well as $1 million towards our Endowment

We are now entering Phase 2 of our Strategic Plan which will take the Gallery much further. As our building project unfolds, we will become even more relevant to the quality of life and economic growth of the City. However, we cannot do this alone. We need your support to get there.

It is my pleasure to provide the answers to the 10 specific questions presented to me regarding this special funding request.

Minimum Requirements

The minimum requirement for our project during our transition is $500,000 per year, for the next three years. This funding is crucial.

The funds will be utilized as follows:

1. To cover new expenses due to both the Building project and to the Gallery's expanded roles.

   For example, such expenses will include:

   - blockbuster research, preparation and exhibition costs:
   - training for staff due to new roles and equipment in the Gallery;
   - new programming needs; and,
   - expansion of the development department.
   - New expenses will also be incurred due to the need to promote and advertise the new Gallery;

The Gallery has to invest in future programs to ensure the high level of programming expected for the re-opening of the Gallery. Blockbuster exhibitions such as those planned for the re-opening of the Gallery require a lot of planning and research. These costs are in addition to costs the Gallery would normally incur.

2. At the same time that expenses increase, there will be a reduction in annual revenues because of a reduction in the number and nature of exhibitions, (for example, the Gallery will not be able to present exhibitions such as Jade). Additionally, changes in Gallery's activities will results in a reduction of annual revenues it expects to raise in such areas as, for example, sponsorships. This decrease in revenues also applies to other sectors such as donations and revenues from the shop as well as revenues from special events since these will have to take place outside Gallery premises where rental fees apply; and,

- While the Gallery has successfully completed fundraising for its building, it now needs to raise funds toward an endowment. The need for such extraordinary fundraising from the community is having an impact on the Gallery's ability to increase its annual revenues.

Sustainability of the Project

A step that the Gallery has taken to ensure due diligence in its financial planning and sustainability of this project is the formation of a special Financial Strategic Task Force. This Board committee's responsibility included:

- Reviewing the success of the financial strategy of the last three years;
- Developing a financial strategy for 2002 and 2003; and,
- Developing a long-term financial strategy.

Recommendations of this committee include:

- The Gallery's growth over the past three years has been extraordinary and that growth must continue through the opening of the renovated Gallery;
- Revenue generation must be the #1 priority of the Board of Directors. Specific Board members must be responsible for specific components of revenue generation and work with staff to achieve, and surpass, all financial goals
- A commitment of $7,200,000 to the Gallery through the SuperBuild programme is required. We, in fact, received $10,000,000 as we had originally requested from SuperBuild.
- A Director of Development must be recruited to be responsible for non-grant revenue generating activities at the Gallery
- During the building phases of Gallery, an increase in City support to the Gallery by $500,000 per year, for the next three years, is required to accommodate the effective execution of our plans

We have begun implementing these recommendations in the following manner:

- Increased financial goals have been targeted in this year's revenue forecast
- The Board of Directors, understanding the financial need of the Gallery, have committed to making revenue generation their #1 priority. Specifically, Michael Schwenger, Chairman of Stresscrete, has assumed the responsibility at the Board level to ensure revenue needs are met
- A Director of Development has been recruited and the Development Department of the Gallery will be augmented to ensure financial objectives are met
- We are working with you, and the City, to increase Municipal funding levels over the next three years.

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Art Gallery of Hamilton

Timetable for Completion of the Project

June 2002 – October 2004

The Gallery's building committee continues to meet with the architect and project manager and has developed a construction timeline that will see the project completed in three years.

At the same time, the Gallery will also meet its commitment to participate in the events that are to be held in Hamilton in 2004, namely:

a) Canadian Cycling Championships

b) World Cycling Championships

c) Canadian Open Golf Championships

AGH

Art Gallery of Hamilton

Clear and Definite Vision of the Project

We have a well-defined and clear vision of our project. The strength of our case is as follows:

Our "Golden Solution" consists in transforming the drab and massive concrete building that currently houses the Art Gallery of Hamilton into a state-of-the-art, world-class facility. Our proposal is fuelled by two key considerations: the urgent need to address ongoing leakages in the building and inadequate environmental conditions. With this project, the Gallery proposes to upgrade and adapt its spaces to enable it to present blockbuster exhibitions of Old Masters' Works to further increase its revenues, profile and ability to attract tourism.

The Gallery owns one of the finest art collections in Canada. This national treasure is currently threatened by leaks and the overall environmental conditions of the Gallery. These conditions also prevent the presentation of blockbuster exhibitions that would develop new markets, contribute to the economy of Hamilton and complement the activities of the Art Gallery of Ontario and the Royal Ontario Museum in Toronto drawing more visitors to Southern Ontario. Our project, which also involves encasing the building in a gold-coloured coated steel envelope, refurbishing the exhibition spaces, achieving the highest technical standards required and slightly expanding the Gallery, meets the objectives of SCTP. It will create new jobs, upgrade and extend the life of the facility, increase the number of visits and of users, increase the quality of service and programming activity and make the Gallery a more financially viable operation by generating $1,194,000 in added revenue each year.

Our "Golden Solution" has generated partners: the Steel Industry and the City of Hamilton. Steel is directly linked to the local economy and to the history of Hamilton. It will considerably improve the appearance of the Gallery making it a visible and memorable landmark. Despite its impressive size, the building is virtually invisible and almost impenetrable. Our plan consists in creating new entrances and installing new signage. Once transformed, the Gallery will enhance downtown Hamilton linking the building through a green multi-use space (art and recreation) to City Hall, the Convention Centre and Hamilton Place, among others. The project has been developed in collaboration with the City and forms an integral part of the City's Urban Plan.

The building is structurally sound and worth the investment proposed. It would cost far more to rebuild elsewhere or renovate another facility; options we have thoroughly reviewed. Once renovated, the Gallery will attract at least 200,000 visitors a year and generate substantial economic activity of more than $26 million a year.

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Art Gallery of Hamilton

1. **Urgency of project** – we now have a collection valued at over $100,000,000 – which is at risk because the building is subject to major water leaks.

2. **Economic impact** on the city and the region – we will be able to host 2 blockbuster exhibitions a year which translates into 100,000 additional visitors to the gallery and city or $10 million in direct economic impact (City of Hamilton economic impact formula).

3. Our project includes **raising money** for an endowment to support and expand our programming and assist in stabilizing our annual operating budget.

4. **Urban renewal** – our project is an integral part of the city's downtown economic and urban renewal plan.

5. Our project is supported by a solid **fundraising plan** and is currently 95% funded.

6. Our project building plans have been completed. Final drawings and tendering will only take six months, at the most, to complete.

7. The **brilliant architectural design** maximizes our space without encroaching on additional public space.

8. This project is a **partnership** with the City of Hamilton and DOFASCO and the area steel industry.

9. We worked with the Ministry to set out the SuperBuild criteria for cultural organizations long before this programme was announced.

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Art Gallery of Hamilton

Goals and Objectives of the Project

The primary goals and objectives of the Building a Legacy project at the Art Gallery of Hamilton include:

1. Make the Gallery a local, regional, national and international tourist destination. Upgrading elemental controls and safety systems will increase the Gallery's museological rating and qualify the Gallery to host premier blockbuster exhibitions from around the World. As a result of the re-cladding and renovation project, the AGH will be one of a few galleries in Canada to be able to host exhibitions of the Old Master's works due to the strict elemental and security controls requirements. Through the presentation of world-class, blockbuster exhibitions, the AGH will develop new markets further increasing revenues, profile and the ability to attract tourists.

2. Create an endowment fund to move the Gallery into a more self-sustaining financial position. The AGH requires additional funds each year for programme enrichment, special projects and annual operational growth. Our goal is to ensure we are always able to offer a full slate of community programmes, educational programmes and exhibitions. In order to generate this revenue, we must grow our newly established Building A Legacy Endowment Fund.

3. Stop building leakage to protect our $100,000,000 collection. This 'Made in Hamilton' solution will use a new, cost-effective, aesthetically pleasing, golden steel developed to cover our building and protect our collection. The new golden steel will enclose the current building, fixing the leakage problem and introduce a distinctive and attractive façade to Hamilton's downtown core.

4. Upgrade, refurbish and expand internal Gallery space. No significant renovations have been made to the Gallery since its opening in 1977. As a result all systems including elemental controls and safety systems must be upgraded. A new Children's Pavilion, Sculpture Atrium as well as additional exhibition space will also be created. Finally, a new front entrance will be constructed on King Street resulting in a visible, warmer and accessible front lobby.

Will the project dovetail with any other City of Hamilton initiatives?

Yes. A successful renovation project to the Gallery will not only protect the AGH's collection, but will also have an immeasurable impact on the city, region and province by attracting even more visitors to our region from local, national and international destinations. The Gallery's project will assist the City with its vision of downtown redevelopment and provide additional revenue, through economic development, to the city. Specifically, the following economic impact is anticipated:

- Because of the Gallery enhancements and its ability to hold blockbuster exhibitions once the renovations have taken place, it is anticipated that the Gallery will draw an additional 100,000 visitors per year. Utilizing the City of Hamilton's economic impact formula, the region could expect a total annual economic impact (direct and indirect) of $26 million annually. With an increased life expectancy of 25 years or more for the building, an economic impact of $650 million (25 years X $26 million/year) will be realized.

Are there any opportunities for leveraging funding from other stakeholders?

Not for this project. However, we are currently leveraging gifts throughout the community and beyond for Endowment Campaign and other annual needs.

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Art Gallery of Hamilton

What will the operating costs of the project be?

$500,000 per year for the next three years.

AGH

Art Gallery of Hamilton

What will the benefits for the City of Hamilton (social and economic)?

Through the completion of this project, and an increase in Gallery operational funding of $500,000 per year over the next three years, the City will realize many social and economic benefits.

Social benefits to the City

The principle of engagement is fundamental to the traditions of the Art Gallery of Hamilton, and the Gallery's vision of the future. The Art Gallery of Hamilton is breaking new ground in exploring creative methods of community involvement.

The Gallery has nurtured a diverse audience of all ages and backgrounds on a regional, national and international level. Over 74,000 people visited the Gallery in 2001 to view exhibitions and participate in public programmes, including school tours, studio programmes, artists talks, and various outreach programmes. We are expecting this figure to grow to 84,000 in 2002.

Whether it is a school class utilizing the Gallery's collection, space and studio to augment their school's art program or it is members of a senior's home enjoying pieces from the Gallery's permanent collection in their residence, the Art Gallery of Hamilton continues to positively impact many City of Hamilton residents offering all residents, regardless of socio-economic challenges, the opportunity to have the arts touch their lives. The Gallery offers specific programming for young people (toddlers through teens), students, families, adults, seniors, artists, educators, community groups and the public at large.

Economic benefits to the City

The primary economic impact of the project will be the Gallery's ability to host two blockbuster exhibitions per year achieving additional attendance of 50,000 visitors per exhibition. Each blockbuster exhibition would draw 10,000 new local visitors and 40,000 new visitors from outside the region - 30,000 on day trips and 10,000 overnight visitors

Using the City of Hamilton's formula to determine economic impact, the total anticipated economic impact resulting from this project is: 30,000 day visitors x $25 + 10,000 overnight visitors at $215 x 2 nights = $5.05 million per exhibition or $10.1 million per year. This is in addition to the $16 million of direct and indirect economic impact already realized through the Gallery's presence in Hamilton

The region could expect a total annual economic impact (direct and indirect) of $26 million. With an increased life expectancy of 25 years or more for the building, an economic impact of $650 million (25 years X $26 million/year) will be realized.

The project will also generate incremental revenues of $1,194,000. These revenues will be realized through self-generating revenue streams including: an increase in retail sales at the Gallery shop; an increase in art rental and sales; and, increased revenues from the rental of Gallery facilities by outside groups.

Final thoughts

We've demonstrated our commitment to the City and to ensuring that the Gallery remains Hamilton's treasure far into the future. Now we need the City's increased and continued support.

We understand that the City is facing many challenges. However, investing an additional $500,000 per year for the next three years in the Gallery, one of the city's oldest cultural facilities, is modest in relationship to all it will bring to this city in the years to come.

We ask the City to partner with the Gallery for the future.

Let's re-launch our downtown with a strong, collaborative effort.

Thank you.

SCHEDULE ‘B-1’

City of Hamilton
SuperBuild Millennium – Proposed Projects

	High	Medium	Low
Priority:	X		
Risk:	X		

Applicants: City of Hamilton

Project Name: Hamilton Gateway Infrastructure Project

Project Description: The Hamilton Gateway Infrastructure Project will enhance storm drainage, sanitary sewer capacity, water extension and upgrade road surfaces, while providing new serviced roads along New Highway #6 in the John C. Munro Hamilton International Airport vicinity. Both airport cargo and passenger services have grown dramatically over the past years, as has demand for serviced industrial/commercial lands with links to air, road, rail and port. The John C. Munro Hamilton International Airport is an economic engine for the community, attracting business, assessment and employment opportunities to Hamilton and southern Ontario. This project will also complement the Lester B. Pearson International Airport.

*The project depends upon an urban boundary designation, acquisition and assembly of private lands for construction of Hwy #6 service road network and new infrastructure.

Project Category

- ☐ Unlocking the Gridlock – Rapid Transit Infrastructure
- ☒ Economic and Trade Gateway Information
- ☒ Environmental Protection Infrastructure
- ☐ Urban Revitalization Infrastructure

Location of Project: The Hamilton Gateway Infrastructure Project is located in the middle of the Canada - US Industrial Heartland. It is in very close proximity to the John C. Munro Hamilton International Airport with linkages to 400 series highways, new Hwy #6, proposed Mid - Peninsula Corridor, Canadian National Railway, Canadian Pacific Railway, the Port of Hamilton, GO Transit and local Hamilton Street Railway (HSR) service. Project development will occur on Dickenson Road from existing Hwy #6 to Glancaster Road; Airport Road from existing Hwy #6 to Glancaster road; as well as parallel and south of New Hwy #6 from Garner to White Church Roads; parallel and north of New Hwy #6 from Garner to White Church Roads in the City of Hamilton.

Estimated Project Cost: $35,310,000 subject to detailed planning and design estimates

Hamilton International Terminal Expansion – Key Facts

Phase 1

Time Frame - Currently underway through to end of 2002

Major Work

- Terminal renovation and expansion to provide interim increase in check-in and bag claim capacity
- New covered walkways on apron
- Aircraft apron expansion
- Access road realignment and car park expansion
- Initial design work for new terminal
- Hangar demolition and other site preparation

Capacity at Completion

- Up to 7 aircraft gates (apron access)
- 1.4 million passengers annually

Phase 2

Time Frame - Spring 2003 to Spring 2004

Major Work

- Construction of first portion of new terminal to west of existing terminal, providing new arrivals facilities
- Additional apron construction
- Realigned exit road and additional parking expansion

Capacity at Completion

- 9 gates
- 2.3 million passengers annually

Phase 3

Time Frame - Spring 2004 to Spring 2005

Major Work

- Partial demolition of eastern side of existing terminal
- Construction of second portion of new terminal to east of existing terminal, providing new check-in facilities
- Final apron and taxiway construction
- Final reconfiguration of terminal curbs

Capacity at Completion

- 15 gates
- 4 million passengers annually

Phase 4

Time Frame - Spring 2005 to Spring 2006

Major Work

- Demolition of remaining portion of existing terminal
- Construction of final portion of new terminal linking previously completed arrival and departure halls

Capacity at Completion

- 15 gates
- Up to 5 million passengers annually

City of Hamilton – Community Services Department

Individual Project Data Sheets

Submission to Mayor's Community Trust Panel

Project Name/Description	Ward
Waterfront Trail Extension Pier 8 and 9 Extension of the City's waterfront trail from the entrance of the Federal Discovery Centre, within Piers 8 and 9	2

Project Definition

The development of a six metre wide, lit, multi-use trail extension from the entrance to the Federal Discovery Centre, around the perimeter of the piers 8 and 9 with connections to proposed relocation of the Haida and future connections to neighbourhoods and downtown Hamilton, refer to attachments A and B.

The project includes:

- Continuous trail from high level bridge to Pier 9 and connections to downtown.
- 6-metre wide, lit multi use trails;
- Benches, trash receptacles and other site furnishings
- Landscaping and signage
- Historic marker associated with the Discovery Centre
- Temporary trail connecting northerly end of Pier 8 to the entrance access road of discovery centre.

The project will be completed in three phases as follows:

1. **Phase 1** – West Half of Pier 8. Trail around the Discovery Centre including interim trail connection on the east side of the Discovery Centre;
2. **Phase 2** – Pier 8 Heritage Feature, south west corner of Pier 8;
3. **Phase 3** – East Half of Pier 8 and Pier 9.

Minimum Requirements (Finance)

Phase 1 - $	800,000 (2003)
Phase 2 - $	200,000 (2004)
Phase 3 - $	1,000,000 (subject to availability of lands, Hamilton Port Authority Lease)
Total	**- $ 2,000,000**

Sustainability

This project is seen as a sustainable legacy waterfront project consistent with the strategic direction of Council with respect to trail development not only in Hamilton but also in a regional context. It provides a continuous linear park system allowing access to the waterfront and improving the aesthetic appearance of Hamilton's harbour. Since the trail is also part of the large Lake Ontario trail proposed by the Waterfront Regeneration Trust, the trail and heritage feature would act a destination point not only for residents of the Hamilton area but eco-tourism users of the Lake Ontario Waterfront Trail and a staging area for community and special events.

Additional Funding Opportunities (ie. leverage, grants, etc.)

- Potential funding from the Hamilton Waterfront Trust where funds have been designated for trail development along the waterfront;
- Potential partnership with Federal Government with respect to the Discovery Centre and the relocation of the Haida;
- Potential partnership with the Hamilton Port Authority.

NOTE: Details of potential partnerships have not been discussed with the above parties, although all parties are involved in the planning of future and temporary trails in this area.

Operating Costs

The annual operating cost for this new park is approximately $ 20,000. These funds would need to be added to the Parks Division's annual operating base budget

Community/Economic Benefits

- Consistent with Council's recently approved strategy for trails development within the City of Hamilton;
- Aesthetic improvements to the West Harbour Area;
- Creation of a continuous trail along the west harbour area;
- Opportunities to enhance eco-tourism with the broader Lake Ontario Trails system;
- Consistent with Vision 2020 objectives specifically: "Local Economy" – To promote Hamilton-Wentworth's environment as a desirable place to live and work; "Community well-being and Capacity Building" – To develop cultural institutions, public facilities, and parks and open spaces, which inspire community and a sense of place.

Measurable Results

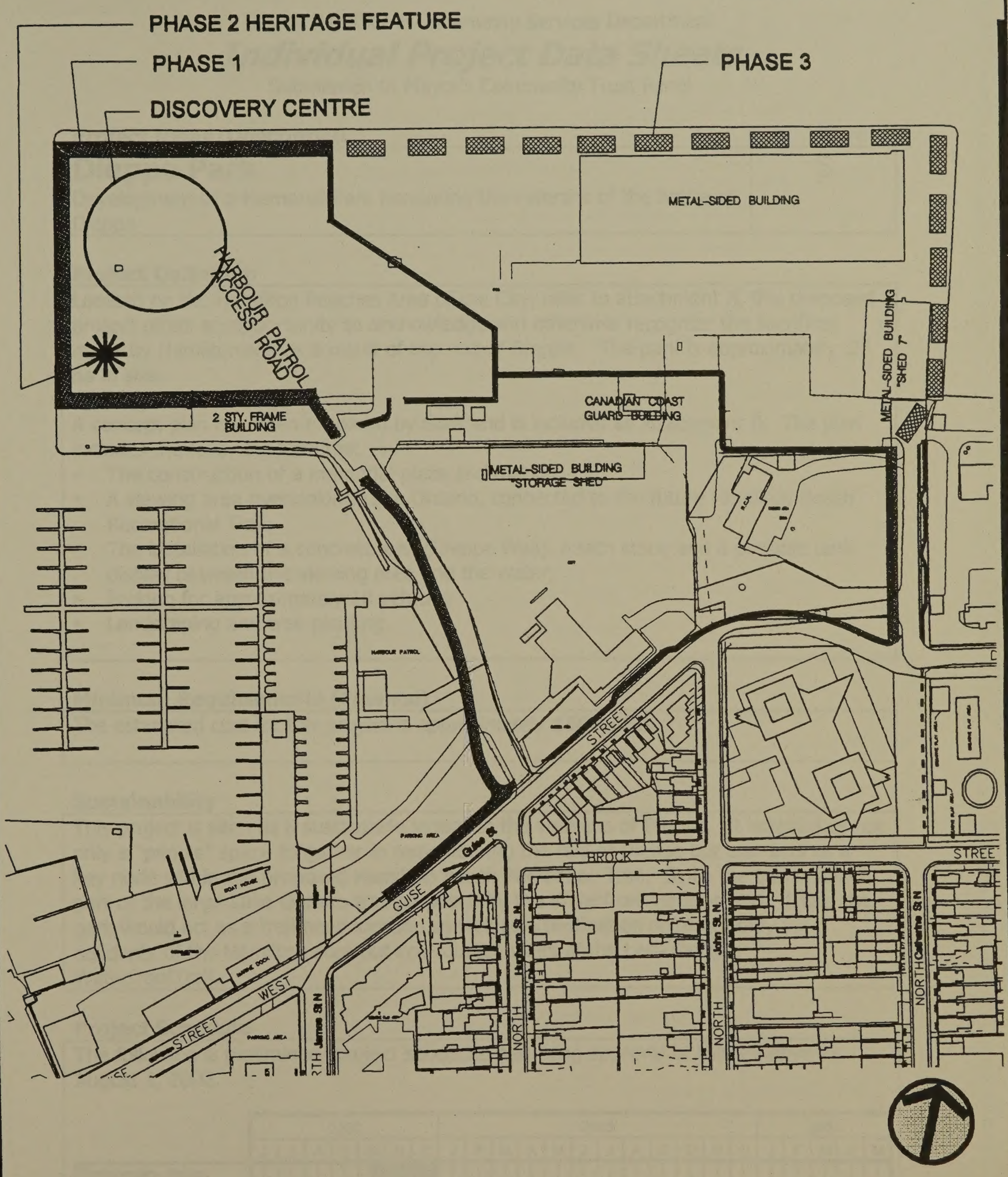
Creation of a continuous trail system along the West Harbour area connecting to downtown Hamilton and to the City of Burlington.

Prepared by	**Date**
Domenic Lunardo	May 30, 2002

Attachment

A Location (Key) Plan

Attachment A


PHASE 2 HERITAGE FEATURE
PHASE 1
DISCOVERY CENTRE
PHASE 3
METAL-SIDED BUILDING
HARBOUR PATROL ACCESS ROAD
METAL-SIDED BUILDING "SHED 7"
CANADIAN COAST GUARD BUILDING
2 STY. FRAME BUILDING
METAL-SIDED BUILDING "STORAGE SHED"
HARBOUR PATROL
PARKING AREA
BOAT HOUSE
MARINE DOCK
Guise St
GUISE
STREET
WEST
STREET
BROCK
STREET
NORTH James St N
NORTH Hughson St. N
NORTH John St. N
NORTH Catharine St N

THE New! CITY OF HAMILTON
Community Services - Design and Construction

Project
PIER 8 TO PIER 9

Title
Key Plan

Date May 2002
Scale 1:3000
Dwg. No.

pier8/pier8to9_8x11.dgn

City of Hamilton – Community Services Department

Individual Project Data Sheets

Submission to Mayor's Community Trust Panel

Project Name/Description

	Ward
Dieppe Park Development of a Memorial Park honouring the veterans of the battle of Dieppe	5

Project Definition

Located on the Hamilton Beaches Area of the City, refer to attachment A, this proposed project offers an opportunity to acknowledge and otherwise recognize the sacrifices made by Hamiltonians as a result of the raid of Dieppe. The park is approximately .25 ha in size.

A concept plan has been prepared by Staff and is included as attachment B. The plan includes the following features:

- The construction of a memorial plaza and marker;
- A viewing area overlooking Lake Ontario, connected to the future Hamilton Beach Recreational Trail;
- The installation of a concrete wall (Dieppe Wall), beach stone and a possible tank display between the viewing area and the water;
- Parking for approximately 10 vehicles
- Landscaping and tree planting.

Minimum Requirements (Finance)

The estimated cost for this project is approximately **$500,000.**

Sustainability

This project is seen as a sustainable legacy to the veterans of Dieppe. It establishes not only a "people" space to gather in remembering the raid of Dieppe but also acts as a key node within the proposed Hamilton Beach Recreation Trail. Since the trail is also part of the large Lake Ontario trail proposed by the Waterfront Regeneration Trust, the park would act as a trail head location as well as a destination point not only for residents of the Hamilton area but eco-tourism users of the Lake Ontario WaterfrontTrail.

Project Schedule

The following is preliminary project schedule, assuming approval of this initiative by August 1, 2002.

	2002							2003												2004				
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
Prelimenary design					■	■	■																	
Tender documents								■	■															
Tender call/award										■	▌													
Construction											▐	■	■	■										
Assumption															▌									

Goals and Objectives of the Project

- Establish a cultural park to commemorate the sacrifices of Hamiltonians as a result of the raid on Dieppe;
- Create a landscape node, trail head and destination point as part of the Hamilton Beach Recreational Trail;
- Improve the visual quality of the Hamilton Beach neighbourhood;
- Make trail connections as part of the Lake Ontario Trails in association with the Waterfront Regeneration Trust.

Related or Associated Projects

- Hamilton Beach Trail Project in joint partnership with the Hamilton Waterfront Trust;
- Part of the Lake Ontario Trail system associated with the Waterfront Regeneration Trust.

Additional Funding Opportunities (i.e. leverage, grants, etc.)

As indicated above, this project was initially included as part of the City's joint application with the Waterfront Regeneration Trust to the provincial SuperBuild program. To date no approval has been confirmed.

Other funding sources include: Funds from the sale of Hamilton Beach Properties and community donations or fundraising, however, neither have been confirmed.

Operating Costs

The annual operating cost for this new park is approximately $ 4,500.00 These funds would need to be added to the Parks Division's annual operating base budget

Community/Economic Benefits

- Consistent with Council's recently approved strategy for trails development within the City of Hamilton;
- Aesthetic improvements to the Hamilton Beach neighbourhood;
- Creation of a destination point as part of the Hamilton Beach Recreation Trail;
- Opportunities to enhance eco-tourism with the broader Lake Ontario Trails system;
- Consistent with Vision 2020 objectives specifically: "Local Economy" – To promote Hamilton's environment as a desirable place to live and work; "Community well-being and Capacity Building" – To develop cultural institutions, public facilities, and parks and open spaces, which inspire community and a sense of place.

Measurable Results

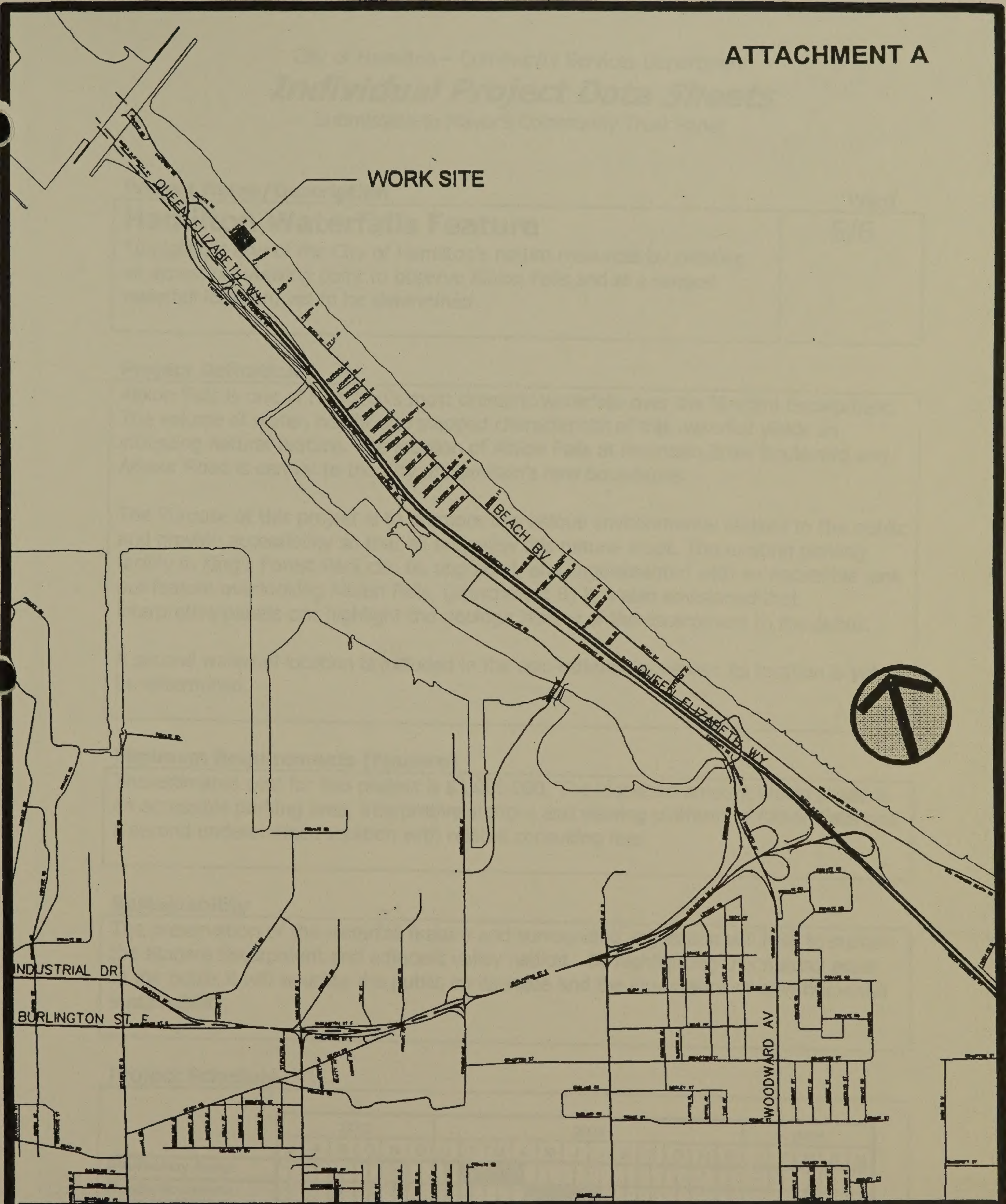
Creation of a commemorative park

Prepared by	**Date**
Domenic Lunardo, Director, Design and Construction	May 30, 2002

Attachments

A	Location (Key) Plan	B	Conceptual Site Plan
C	Perspective Concept Sketch	D	Cross Section

ATTACHMENT A


WORK SITE
QUEEN ELIZABETH WY
BEACH BV
QUEEN ELIZABETH WY
INDUSTRIAL DR
BURLINGTON ST E
WOODWARD AV

THE New! CITY OF HAMILTON
Community Services - Design and Construction

Project
DIEPPE MEMORIAL PARK

Title
Key Plan

Date

Scale 1:25000

Dwg. No.

/dieppe memorial/
dieppe_keyplan.dgn

City of Hamilton – Community Services Department

Individual Project Data Sheets

Submission to Mayor's Community Trust Panel

Project Name/Description	Ward
Hamilton Waterfalls Feature To highlight one of the City of Hamilton's nature resources by creating an accessible viewing point to observe Albion Falls and at a second waterfall location, yet to be determined.	5/6

Project Definition

Albion Falls is one of Hamilton's most dramatic waterfalls over the Niagara Escarpment. The volume of water, height and stepped characteristic of this waterfall yields an intriguing natural feature. The location of Albion Falls at Mountain Brow Boulevard and Arbour Road is central to the City of Hamilton's new boundaries.

The Purpose of this project is to promote this unique environmental feature to the public and provide accessibility so that all may view this natural asset. The existing parking facility in King's Forest Park can be upgraded, and supplemented with an accessible look out feature overlooking Albion Falls, (attachment B) It is also envisioned that interpretive panels can highlight the geologic history of the escarpment to the public.

A second waterfall location is included in the cost estimate however; its location is yet to be determined.

Minimum Requirements (Finance)

The estimated cost for this project is $1,000,000. The identified amount would produce an accessible parking area, interpretive stations and viewing platform of Albion Falls and a second undetermined location with related consulting fees.

Sustainability

The preservation of the waterfall feature and surrounding vegetation will help to sustain the Niagara Escarpment and adjacent valley habitat. By highlighting this natural asset to the public it will educate the public on its value and the importance of environmental sustainability.

Project Schedule

	2002												2003																								2004									
	J		A		S		O		N		D		J		F		M		A		M		J		J		A		S		O		N		D		J		F		M		A		M	
Prelimenary design															■	■	■	■	■																											
Tender documents																				■	■	■	■	■	■																					
Tender call/award																										■	■	■	■																	
Construction																														■	■	■	■	■	■						■	■	■	■		
Assumption																																													■	

Goals and Objectives of the Project

- Improve accessibility for all members of the public to view one of Hamilton's waterfall features.
- Help promote and market Hamilton as a city with environmental strengths

Related or Associated Projects

- Red Hill Creek Expressway project will not affect this natural feature
- Existing trails and trails re-routed by the expressway project will provide access to this site.
- Bruce Trail will be complimented by this project.

Additional Funding Opportunities (i.e. leverage, grants, etc.)

- Partnerships with friends of trail groups can provide volunteer efforts to support this project or linkages to this site.
- Red Hill Creek Expressway project will provide new trail routes to this site.

Operating Costs

The annual operating cost for this new facility is approximately $ 30,000. These funds would need to be added to the Parks Division's annual operating base budget.

Community/Economic Benefits

- Consistent with Vision 2020 objectives specifically; "Local Economy" – "To promote Hamilton's environment as a desirable place to live and work
- Consistent with Vision 2020 objectives specifically; " Natural Areas and Corridors" – Promote the natural attractions of the Region for eco-tourism. – Educate all citizens about the importance and value of protecting natural areas and respect for neighbouring properties to minimize impacts of public access in rural areas.

Measurable Results

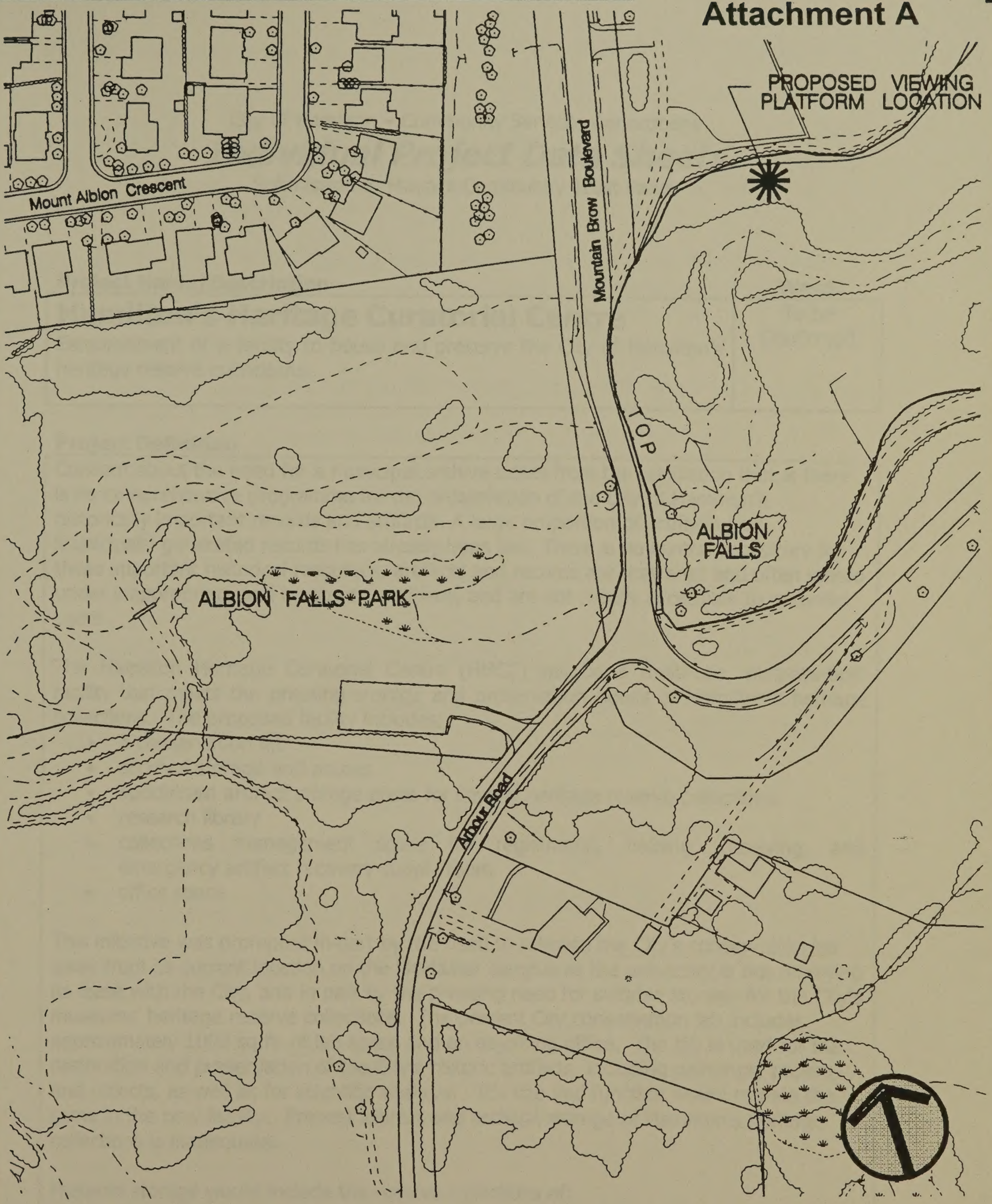
- Marketing of Hamilton's environmental assets
- Educating the public on the importance of sustaining these environmental assets.

Prepared by	Date
Robert Norman, Manager, Open Space Development	May 30, 2002

Attachments

A Location Map
B Photograph of Albion Falls
C Sample Lookout Area

Attachment A


PROPOSED VIEWING PLATFORM LOCATION
Mount Albion Crescent
Mountain Brow Boulevard
TOP
ALBION FALLS
ALBION FALLS PARK
Arbour Road

THE New! CITY OF HAMILTON
Community Services - Design and Construction

Project: ALBION FALLS PARK

Title: Key Plan

Date: MAY /02

Scale: 1:2000

Dwg. No.

pubworks/grass/ward6/albionfalls_keyplan.dgn

City of Hamilton – Community Services Department

Individual Project Data Sheets

Submission to Mayor's Community Trust Panel

Project Name/Description	Ward
Hamilton's Heritage Curatorial Centre Establishment of a facility to house and preserve the City of Hamilton's heritage reserve collections.	To be Confirmed

Project Definition

Concern about the need for a municipal archive arises from the realization that is there is no comprehensive programme for the preservation of the City of Hamilton's historically important records and artifacts. A large proportion of artifacts and municipally generated records has already been lost. There is no central repository for these important historical resources, artifacts and records are scattered and often stored under inappropriate and insecure conditions, and are not readily accessible to potential users.

The Hamilton Heritage Curatorial Centre (HHCC) will be a multi-use, purpose-built facility that meets the pressing storage and preservation needs of Hamilton's heritage collections. The proposed facility includes:

- a conservation lab
- archival storage and access
- specialized artifact storage areas for several heritage reserve collections
- research library
- collections management space for registration, holding, receiving, and emergency artifact recovery supply room
- office space

This initiative was prompted in part by the need to relocate the City's conservation lab away from its current location on the McMaster campus as the university is not renewing its lease with the City, and in part by the pressing need for suitable storage for the City's museums' heritage reserve collections. The present City conservation lab includes approximately 1000 sq.ft. of lab space and an adjoining office. The lab is used for the restoration and preservation of the City's historic artifacts, including paintings, papers, and objects, as well as for scientific analysis. It's size and function would remain the same in the new facility. Present artifact and archival storage of Hamilton's heritage collections is inadequate.

Museum storage would include the reserve collections of:

- Dundurn National Historic Site
- Whitehern Historic House and Garden
- Hamilton Museum of Steam and Technology
- Fieldcote Museum and Memorial Garden
- Battlefield House
- Hamilton Public Art Collection

Other Departments requiring storage and conservation of historic documents and artifacts in their possession include:

- Long Range Planning and Design Division (archaeological artifacts)
- TOE

In addition, both the Police and Fire Department have expressed a need for storage of their historic artifacts as well as the Art Gallery of Hamilton who requires specialized storage for artwork. The HHCC would also become the permanent home of the Hamilton & Scourge Project.

In April 2002, Council approved a budget for the Red Hill Creek Expressway, which included money to develop a business case for establishing a repository for community artifacts. The Red Hill project has generated literally thousands of artifacts. TOE is in the early stages of developing a business case for a research type facility that provides some public access opportunity, which will involve first nations and federal/provincial Governments. They are very interested in partnering in the proposed HHCC.

The Hamilton Curatorial Centre will need approximately 20,000 square feet of space in order to cover the needs of all identified areas. Please refer to attached outline.

The HHCC will require specialized mechanical and other features:

- HVAC system capable of maintaining a reasonably stable relative humidity level
- Air Filtration
- Separate, secure storage for each collection including an inner secure storage for the Military Museum in keeping with provincial requirements for storing weaponry
- Double doors and loading area with accessibility for delivery trucks
- Monitored security
- Sufficient electrical capability for lab requirements
- Water/drainage for large textiles/paper washing sinks
- Exhaust system for fumehood and elephant trunk

Further specialized shelving; storage cabinets and map drawers will need to be purchased.

(1) C. Gray, Historical Records of the City of Hamilton, 1847-1972 (Hamilton 1986).

Minimum Requirements (Finance)

The Capital Budget Requirement for this project is $2.5 million (Total Project Cost). However this **DOES NOT** include land acquisition costs.

Sustainability

This project is seen as a sustainable legacy to the people of Hamilton. The HHCC will serve as the primary repository for the collective memory of our society. Thus it is a vitally important heritage resource.

- It is also consistent with Vision 2020 Goals in relation to ARTS AND HERITAGE:
- To achieve community-wide awareness and participation in the arts and our natural and cultural heritage.
- To ensure artists in all disciplines have opportunities to develop and share their art with the community.
- To ensure arts and heritage organizations are financially vital and effective in serving the community.
- To celebrate and preserve the diversity of our natural and cultural heritage and recognize the contribution of first nations people.

Project Schedule

	2002						2003												2004				
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
Prelimenary design							■	■	■	■	■												
Tender documents											■	■	■	■									
Tender call/award														■	■	■							
Construction																■	■	■	■	■	■	■	■
Assumption																							■

Goals and Objectives of the Project

To protect the City's substantial heritage assets by providing the basic requirements for proper care and long term preservation.

To provide a treatment facility for the conservation and restoration of City owned artifacts.

To bring under one roof heritage collections from a number of City departments in order to better manage and interpret them.

To improve the City's image by practicing responsible stewardship of the community's heritage collections so that they can be passed on to future generations in good condition.

Related or Associated Projects

TOE has been tasked with developing a business case for establishing a repository for community artifacts due to the recent rich archaeological finds in the Red Hill area. The business case will address:

- establishing a research type facility that provides some public access opportunity
- involving first nations and federal and provincial government in the development of the business case

TOE is supportive of developing a joint project.

Additional Funding Opportunities (ie. leverage, grants, etc.)

Potential: Museums Assistance Program (MAP) funding - MAP is a federal granting program that provides funding assistance to museum preservation projects.

Potential: Historica - a private funding organization that provides grants to promote heritage projects.

Potential: Culture Spaces Canada – will contribute to improved physical conditions for artistic creativity, innovation and increased and improved access for Canadians to performing arts, visual arts, media arts and to museum collections and heritage displays through the improvement, renovation and creation of arts and heritage facilities.

Operating Costs

The estimated annual operating cost is approximately $30,000, excluding staffing costs.

Community/Economic Benefits

- Protection of the monetary, heritage, and intrinsic value of the City's historic assets
- Better management of heritage collections results in a better understanding of our past and our community
- Better community access to heritage information
- Better storage and management of heritage collections reduces the substantial costs of remedial conservation of artifacts that have deteriorated through neglect

Measurable Results

"The establishment of a purpose-built building for the preservation of Hamilton's heritage collections."

Prepared by	Date
Anna M. Bradford, Manager of Culture Therese Charbonneau, Conservator	May 30, 2002

The Hamilton
Skills Development
Resource Centre

Gateway to Employment

Social and Public Health Services Department
Community Trust Proposal May 2002

The Hamilton Skills Development Resource Centre: Gateway to Employment

1. Overview: Growth and Opportunity

If Hamilton is to be a city of growth and opportunity, it must build a strong employment base that will provide the competitive advantage needed to ensure a sustainable future.[1]

Hamilton must take steps to sustain existing investments and invite new resources. Hamilton must also take action to develop, retain and attract a skilled and educated workforce.

A very important step that the City of Hamilton can take to meet these human resource challenges is to launch an employment initiative. A state-of-the-art Skills Development Resource Centre, will strengthen Hamilton's entire network of employment supports. This proposal presents a plan to develop and implement such an initiative.

In the recently released report: *HR Matters! The State of Hamilton's Labour Force, May 2002*, e-Conomics Consulting recommends that Hamilton embark on an employment development strategy that addresses current and future labour force demands. The report strongly recommends that Hamilton:

- promote occupational choices that support Hamilton's economic development goals.
- improve the quality and variety of information regarding career opportunities that are available, and improve its dissemination to students and young workers;
- promote skills-upgrading and life-long learning among existing employers and workers and create effective mechanisms for them to connect to the "deliverers";

2. Cornerstone of Skills Development and Community Based Training

2.1 Objectives

The centre will provide a gateway to employment by functioning as a cornerstone for skills development and training.

The overall objective of the centre will be to provide a variety of employment resources, such as skills assessment, access to training, and job opportunities that are matched to employment market demand.

The Skills Development Resource Centre will be a bright, spacious and welcoming environment with professionally trained staff.

Services will be designed to meet the unique and complex needs of Hamilton's population.

The centre will be accessible to all citizens, with a focus on social assistance recipients.

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[1] *HR Matters! A Report on the State of Hamilton's Labour Force e-Conomics Consulting May 2002.*

The centre will provide a natural environment for community partnerships to grow and flourish with schools, employers, business, industry, The Hamilton Chamber of Commerce, The Hamilton-Wentworth Training Board, Mohawk College Of Applied Arts And Technology, Human Resources Development Canada and other levels of government.

The centre will build on the economic development strategies underway in Hamilton.

This proposal will dovetail with key City of Hamilton policy and planning frameworks such as the proposed Social Development Strategy and Hamilton's proposed Economic Development Plan[2].

This centre will be designed to enhance Hamilton's capacity to initiate new undertakings and to strengthen and sustain Hamilton's socio-economic health and ongoing development.

3. Background

There is a strong need for skills assessment and access to training for those who are on social assistance or for those who have low incomes. There are over 11,000 Ontario Works cases and over 25,000 individuals dependent on social assistance in the City of Hamilton.

Education, employment and occupational skill level are strong predictors of income level. In general the likelihood of living in poverty decreases as education level, employment activity and occupational skill level increases.

The average length of time that an Ontario Works participant remains on assistance is in excess of 2 years. Specifically, sole support parents who comprise more than 60 per-cent of the caseload remain on assistance for more than 3 years.

The Hamilton-Wentworth Training Board's Environmental Scan 2001 reports growing evidence of skills mismatch in Hamilton. A growing and buoyant economy requires a match between skills development, training and employment market demand.

Employment agencies anticipate shortages in skilled trades unless strong efforts are made to recruit and train such workers.

There is a significant number of low-income residents who are unemployed or under employed and are seeking to upgrade their skills and employment viability.

4. Current Capacity

Presently the City of Hamilton operates three employment service centres located at 280 Queenston Road, 1550 Upper James Street and 31 King Street East.

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[2] The Economic Development Strategy is a twenty-year vision in which Hamilton will possess a diversified sustainable economic base consisting of globally competitive, wealth creating companies, that employ highly skilled, well-educated labour force.

Over one thousand people utilise these sites on a daily basis. The King Street site provides service to over 500 people per day. Clients are either searching for work, seeking training opportunities or requesting employment support services.

The King Street site now exceeds its capacity to provide access to computers to job seekers on a daily basis.

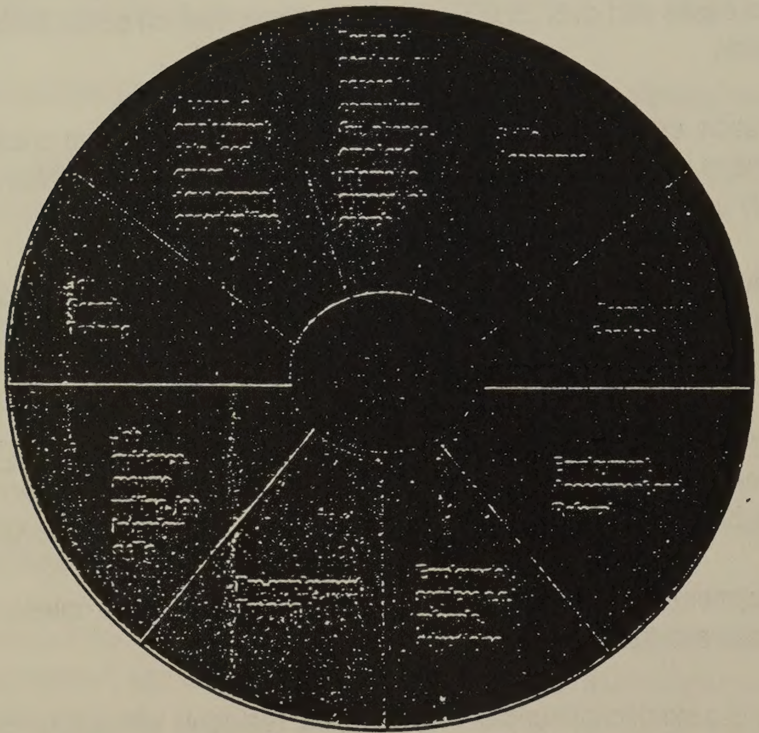
Presently there is a limited capacity for job seekers to access training information, and to obtain individual employment assessment.

5. Core Services

Diagram 1 identifies the core services of the centre including:

- state-of-the-art technological resources that are accessible to a range of clients;
- access to in-depth skills assessment leading to training, academic upgrading, counselling and jobs.

Diagram 1: The Hamilton Skills Development Resource Centre Services Provided



6. Supporting Services

- job matching and referral for employers (e.g.)skilled labour, industry, technology, business;
- self employment training opportunities;
- links to immigrant services, transitional life skills, pre-employment supports;
- links to city programs such as public health, child-care, housing, and recreation;
- links to related community counselling services;

- links to Ministry of Community, Family and Children's Services, Ministry of Training, Colleges, Universities, and Human Resources Development Canada programs.

7. Measurable Outcomes

The services provided at the centre will lead to a number of positive outcomes, including:

- provision of skills development and training opportunities that are matched to labour market demand;
- increase in the number of employed Ontario Work participants, thereby reducing social assistance costs, and the Ontario Works caseload;
- better trained and skilled local labour force;
- reduced unemployment by increasing number of jobs available to citizens of Hamilton;
- enhanced partnerships with trainers/educators, business and industry;
- increased economic viability of Hamilton by enhancing labour resources.

8. Sustainability

It is estimated that with the new services being proposed, an additional 650 Ontario Works participants will find employment and/or will receive training leading to employment. This represents a cost saving of 2.0 million dollars (gross).

Further, as a result of additional job placements, training and referrals, Hamilton's Social and Public Health Services Department will receive $637,035 in revenue, which will offset the expenditures of the centre (See Budget: Appendix One).

In addition to cost savings from reduced social assistance costs and revenue from job placements, the Social and Public Health Services Department will request funding from both the federal and provincial government (e.g. staff costs).

Additional savings will be realised, should the centre be located in a city owned building.

9. Budget Highlights and Start-up Requirements

Please see Appendix 1, and 2 for complete budget and project plan.

The budget spans five years commencing July-2002, ending December 31-2006.

- A community reference group will be assembled to contribute their ideas to the start-up and development of the centre.
- A dedicated team of staff to collaborate and develop the centre's activities will be identified.
- Location, capital cost estimates, staff, and promotional plans will be reviewed and confirmed as required.

10. Overview of Start-up Activities:

Year One (July to December 2002) Capitol Costs

- Acquire city owned building at 74 Hughson Street South, and move current employment operations out of 31 King Street (preferred option).
- Building renovation (dependent upon site confirmation)
- Purchase computers, office equipment, desks, printers, and library resources.
- Moving costs.

Capitol Estimate: $1.126 million

Year One Operational Costs

Hire/assign development team comprised of:

- Project Lead 1.0
- Project Support: 1.0 FTE
- Information Technology and Support .05 FTE

Estimate: $99,000

Total Start Up Costs: $1.225 million

Comprised of $1 million from the Community Trust Panel and $.225 million Ontario Works

11. Year Two (January -December 2003)

One million dollars will be allocated to purchase training for clients.

Ontario Works savings will generate a contribution of $500,000 and $500,000 will be allocated from the Community Trust Fund.

Year Two January 2003 the centre will be fully operational.

- The Social and Public Health Services Department will utilise present employment services staff in the skills development centre.

Staff

- Supervisor 1.0 FTE
- Employment consultants 8 FTE
- Library technician 1.0 FTE
- Technical support .05 FTE
- Child care worker 2.0 FTE
- Clerical support 6.0 FTE
- Security 1.0 FTE

Total Operational Costs Year Two: $2.308 million

January 2004 - December 2006

It is estimated that social assistance savings and Ontario Works revenue will increase by 10 per cent each year. Over a five-year time period, community trust funding will be reduced to zero. The centre will be self-sustaining by December 2006.

12. Trust Fund Request July, 2002 to December, 2007

	2002	2003	2004	2005	2006	2007	Total
Trust Fund	1,000,000	500,000	400,000	300,000	160,000	0	2,360,000
Sustained Funds	225,324	1,808,178	1,946,208	2,082,287	2,259,447	2,475,000	
Total	1,225,324	2,308,	2,346,208	2,382,287	2,419,447	2,475,000	

Appendix One
Skills Development Centre

	2002	2003	2004	2005	2006
Expenditures					
Salaries	82,500	885,000	911,550	938,897	967,063
Benefits	16,500	177,000	182,310	187,779	193,413
Office Supplies	1,000	20,000	20,000	20,000	20,000
Operating Supplies	1000	15,000	15,000	15,000	15,000
Presentation Equipment	12,000	2,000	2,000	2,000	2,000
Office Equipment	15,000	4,000	4,000	4,000	4,000
Office Computers/Printer	1,000	12,000	12,000	12,000	12,000
Furniture	100,000	5,000	5,000	5,000	5,000
Building Cleaning	1,000	5,500	6,000	6,500	7,000
Building Repairs/Upgrade	-	2,000	5,000	5,000	5,000
Rent	12,000	35,000	35,000	35,000	35,000
Advertising	20,000	25,000	25,000	25,000	25,000
Client Computers/Printers	10,000	10,000	10,000	10,000	10,000
Computer Maintenance	1,000	1,100	1,200	1,300	1,400
Postage, Courier	2,000	15,000	15,000	15,000	15,000
Printing	5,000	10,000	10,000	10,000	10,000
Evaluation Fees	20,000	20,000	20,000	20,000	20,000
Telephone	5,000	30,000	31,500	33,075	34,729
Staff Travel	1,000	3,000	3,500	4,000	4,500
Staff Training	10,000	10,000	10,000	10,000	10,000
Child Minding Equipment	2,000	2,000	2,000	2,000	2,000
Building Development	900,000	50,000	-	-	-
Skill Training Funds	-	1,000,000	1,000,000	1,000,000	1,000,000
Moving	5,000	-	-	-	-
C.A. Human Res.	206	2,213	2,279	2,347	2,418
C.A. Solicitor	50	50	50	50	50
C.A. Finance	206	2,213	2,279	2,347	2,418
C.A. Insurance	206	2,213	2,279	2,347	2,418
C.A. W.S.I.B.	1,155	12,390	12,762	13,145	13,539
C.A. Purchasing	500	500	500	500	500
Total Cost	1,225,324	2,308,178	2,346,208	2,382,287	2,419,447
Revenue					
Federal		500,000	500,000	500,000	500,000
Provincial ODSP		200,000	200,000	200,000	200,000
Ontario Works Revenue	225,324	637,500	707,625	778,388	856,226
Community Trust	1,000,000	500,000	400,000	300,000	160,000
Social Assist. Savings (net)		470,678	538,583	603,899	703,221
Total Revenue	1,225,324	2,308,178	2,346,208	2,382,287	2,419,447

McMaster
University

**Vice-President
(Research and
International Affairs)**

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Mayor
CTP members
CAC.

May 24, 2002

Mr. Bob Wade
Mayor
City of Hamilton
71 Main Street West, 1st Floor
Hamilton, ON L8P 4Y5

FAX: (905) 546-2340
2 pages

Dear Mr. Wade:

Bob, now that your budget deliberations are over, I am hoping that we can begin to move forward on the Hamilton Biomedical Incubator partnership.

As you know, we continue to work closely with Neil Everson and Dorothy Redfearn on developing the next steps phase of this partnership. It seems appropriate that, in order to move on the business plan for the incubator, we identify some key individuals to serve on a steering committee to oversee this feasibility study. Ideally, this group will be made up of stakeholders representing the City, the business community (i.e. potential users), and the University, and should include approximately six people. I would like to suggest that, together, we identify these individuals and co-write a letter to them inviting them to serve in this capacity. Perhaps they could be drawn from the City's original biotechnology focus group. Once this committee is established, the development of the business plan can begin.

We are working with Economic Development to make a presentation to the Mayor's Community Trustee Panel and have just been informed that we will be doing so on Tuesday, May 28. Many of the questions they have forwarded to us, can be answered more fully when the business plan has been completed.

We are currently working with Ministry officials to host an information session for the Hamilton community regarding the recommendations of the Ontario BIOCouncil Report. Wednesday, June 26, 2002, is the tentative date and I am hopeful that you and your council colleagues are able to attend. For those who are uncertain of the immediacy of our reaction time (if we truly want to be part of the province's biotechnology plan), or those who are unclear of the economic benefits this partnership will offer Hamiltonians, this session will address their concerns.

Finally, Bob, I would like to thank you for being a great champion of this partnership – especially in light of your rigorous budget deliberations. I commend you on your forward thinking and your desire to see Hamilton prosper and grow into an enviable city where people will want to work, play and live.

Yours sincerely,

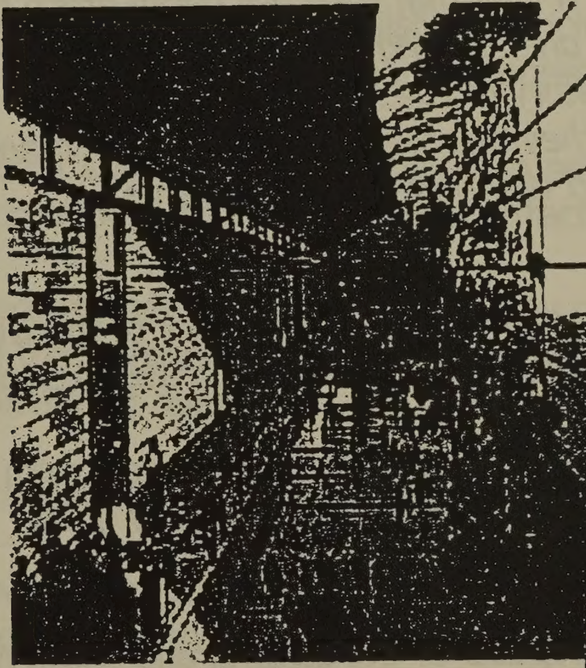
Mamdouh Shoukri

MS/ld

copy: J. Capone
N. Everson
P. George

Giant's Rib
DISCOVERY
Centre

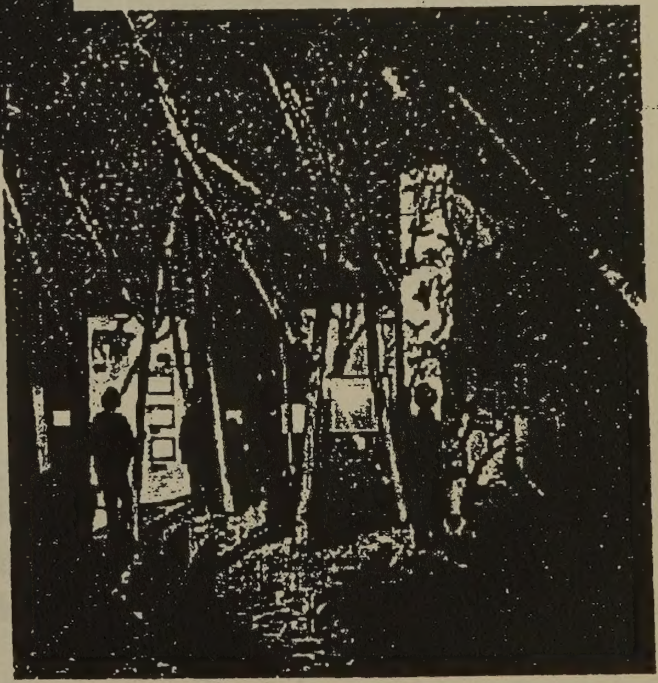
GATEWAY TO THE NIAGARA ESCARPMENT - A WORLD BIOSPHERE RESERVE



Educate...

Inspire....

Entertain...



Giant's Rib
DISCOVERY
Centre

GATEWAY TO THE NIAGARA ESCARPMENT – A WORLD BIOSPHERE RESERVE

BASIC GOALS

The Giant's Rib Discovery Centre seeks to have its visitors of all ages grow in understanding about the value of the Niagara Escarpment to humanity. Visitors will be educated in such a way that they will easily grasp the intimate connection between past, present and future. They will learn the fascinating millions of years of history of the Niagara Escarpment while experiencing a "sense of place" as they discover the impact of humanity on this UNESCO designated World Biosphere Reserve.

- Present the formation and geological history of the Niagara Escarpment from its earliest beginnings to the present
- Focus on the ecology of the Niagara Escarpment with special emphasis on the richness and diversity of its habitats and associated fauna and flora
- Portray the human aspects of the cultural and social history of the region
- Foster the development of an environmental sensitivity to stimulate the support for environmental stewardship of the Niagara Escarpment resources
- Depict and encourage an understanding and appreciation of the Man and the Biosphere Programme, Canada's role in supporting the programme, and the global and local significance of the Niagara Escarpment as a World Biosphere Reserve

Giant's Rib
DISCOVERY
Centre

GATEWAY TO THE NIAGARA ESCARPMENT — A WORLD BIOSPHERE RESERVE

OBJECTIVES

- Create evocative images of theme, place and time as well as a sense of exploration, discovery and expectation

- Develop all exhibits and displays, including travelling museum exhibits, to deliver both an educational and entertaining experience

- Present specimens and artifacts in settings appropriate to each through re-creations, sound and special effects

- Interpret themes in a way that they connect the past with the present and then present with the future to convey a sense of continuity and evolvement over time

- Encourage both physical and intellectual participation by the visitor

- Strive to link the exhibits and programmes of the Centre with the actual resources of the Niagara Escarpment and with exhibits and programmes of other relevant organizations

- Ensure that the programmes, demonstrations, lectures and exhibits recognize the requirements and interests of Ontario's Education Curriculum and optimize the potential of the Centre's contribution to the education of students at all levels

- Recognize and support the requirements and programme initiatives of other organizations with similar related interests, including arts and culture

- Where relevant and beneficial, develop cooperative joint ventures for educational and interpretive programmes and services

June 20, 2002

Mayor Robert Wade
City of Hamilton
City Hall
71 Main Street West
Hamilton, ON

Dear Bob:

I am writing to update our request to your Community Trustee Panel. We made a presentation and a request to the Panel on June 5. Since then, we have discussed our request with Alderman Tom Jackson who felt that the amount we were requesting was not likely to be supported in its entirety because of the large number of other worthwhile projects needing funding. He suggested that we contact you as soon as possible with a revised request.

Our most urgent need is funding now to maintain our other major fund raising initiatives, development of private and public sector partnerships, development of design concepts, publicity and marketing. If your Community Trustee Panel could support one year of those activities (approximately $300,000) we would be most grateful. That $300,000 will help us to obtain the capital support for our $20 million project.

Please pass along this revision to your Trustee Panel. We appreciated the opportunity to speak directly to you and the Panel on June 5 and hope that you will look favourably on our request.

Yours sincerely,

Bruce Duncan
Project Coordinator
Giant's Rib Discovery Centre

Giant's Rib
DISCOVERY
Centre

GATEWAY TO THE NIAGARA ESCARPMENT - A WORLD BIOSPHERE RESERVE

MEMORANDUM

TO: **Members of the Mayor's Community Trustee Panel, Mayor Bob Wade, Councillors Marvin Caplan, Larry Dilanni and Murray Ferguson**

FROM: **The Board of Directors of the Giant's Rib Discovery Centre**

DATE: **June 5, 2002**

A. INTRODUCTION

Thank you for the opportunity to present our project and our request to you.

We are here to tell you about the Giant's Rib Discovery Centre, a world-class interpretive centre that will showcase the Niagara Escarpment. We also are seeking your help for the Centre.

We plan to build the Giant's Rib Discovery Centre in an abandoned quarry close to the edge of the Niagara Escarpment in Waterdown. It will be one of Hamilton's top tourist attractions and will provide many economic benefits to the City.

We have included a package of information for you – our business plan as well as the case for support for the Centre which we hope will answer many of your questions.

- **In April 2001, the City of Hamilton committed $2.6 million to us conditional on GRDC raising the remainder of the $20 million capital cost of the Centre.**
- **We have already applied for $6.9 million from the Ontario's SuperBuild Corporation and $6.9 million from the federal Infrastructure Program.**

- **Dofasco has committed $300,000 in-kind, again providing that we raise the remainder of the capital costs.**

- **We are negotiating with aggregate producers, wineries, and other private sector companies to support our project as well.**

- **The 20-acre abandoned quarry has been donated as the site.**

B. OUR REQUEST TO YOU

Our request to you is for the following:

- **$1,900,000 for land acquisition adjacent to the quarry (2002). We need additional tableland and want to purchase the adjacent 40 acre parcel which fronts on Highway 5 providing excellent access and visibility.**

- **$900,000 for ongoing operational costs in the next 3 years (July 1, 2002 – June 30, 2005 when the Centre would open)**

    - **$376,000 in year 1**
    - **$277,000 in year 2**
    - **$227,000 in year 3**

- **The $900,000 covers these expenses (see details on attached page):**

    - **project manager to oversee development**
    - **public relations staff**
    - **educational activities**
    - **promotion**
    - **fund raising campaign**
    - **office support and administration**

C. ANSWERS TO THE 10 QUESTIONS FOR EACH PROJECT REVIEWED BY THE PANEL

1. Minimum requirements

a) $20 million capital costs
$1.9 million land costs

b) A 3-year timeline from announcement of major provincial, federal, and municipal support to grand opening.

c) Operational funding before the opening of the Centre of $900,000 to oversee project development, fund raising, public awareness, and education.

2. **Sustainability of the project**

We have a business plan that outlines our operating methodology and annual anticipated revenues from Year 1 – Year 10 after opening. Our operational pro forma (see pages 46 - 50 of the business plan) is based on very conservative assumptions.

3. **Timetable for completion of the project**

Our timetable for project completion is based on a 3-year timeline once major municipal, provincial and federal commitments are made. That timetable is attached as page 55 of the business plan.

4. **Clear and definite vision of the project**

At our recent Strategic Planning Session in May, 2002, the Board reinforced and clarified its vision:

> **To be the world-renowned interpretive centre for the Niagara Escarpment World Biosphere Reserve in Hamilton.**

5. **Goals and objectives of the project**

At the same Strategic Planning Session, these long-term goals were reinforced and clarified:

- Build and operate a world-class interpretive centre that will provide interpretation and education for people of all ages to enhance their appreciation of the Niagara Escarpment and of conservation in general.
- Develop financial self-sufficiency including partnerships.
- Be a major tourist attraction.
- Enhance the quality of life for visitors and residents.

At this time, the Board decided to focus on these objectives which arise from the first two goals above:

- Acquire the site
- Get funding
- Develop partnerships

Educational, interpretive, tourism and quality of life objectives have been set; however, they all depend upon achieving the three key objectives set above.

6. Will the project dovetail with other City of Hamilton initiatives?

The Giant's Rib Discovery Centre fits in these ways:

Contribution to Economic Development:

Brownfield Development – We plan to convert an abandoned quarry on the Hamilton portion of the Niagara Escarpment to a treasured geological reserve and Centre of Discovery

Community Improvement - Development of the Centre will bring citizens, businesses and government together to develop practical approaches for ecologically sound planning - a powerful tool for conservation of the natural environment and quality of life in Hamilton

We also think that the Giant's Rib Discovery Centre will help to diversify and stabilize the local economy, contribute to the local tax base, bring new money to the economy and help attract additional businesses and services to support tourism industry.

7. Are there any opportunities to leverage funding from other stakeholders?

Yes!

We have a fund raising plan that we have implemented. We already have requested $6.9 million from the provincial SuperBuild Corporation and an additional $6.9 million from the Federal Infrastructure Program. In addition, we plan to apply this summer to the Canadian Heritage Support Program – Cultural Spaces Canada component if our Infrastructure request is not accepted. We also plan to begin a private sector fund raising campaign as public sector support falls in place and will raise $4 million there.

8. What will be the measurable results of the project?

The Giant's Rib Discovery Centre will be open, operating in a break-even position, and attracting 200,000 – 240,000 visitors annually who will gain an appreciation for the Niagara Escarpment as a World Biosphere Reserve.

9. What will be the operating cost of the project?

Pages 46 – 50 of the business plan detail our operational pro forma over a 10 year timeline. Costs will range from $3.4 million to $4.4. million over this 10 year timeline. Revenues are anticipated to match costs with a very small operating profit.

10. What will be the benefits for the City of Hamilton? (Social and economic)

We anticipate these substantial benefits:

Employment Opportunities – Our business plan lists economic benefits on pages 51 – 53. Construction of the Giant's Rib Discovery Centre will generate 236 person years of direct construction employment and 296 person years of indirect employment. Permanent employment in the Centre has been estimated at 27 full-time staff = $1 million per year and 13 part-time staff = $300,000 per year.

Direct and Indirect Visitor Spending - On page 52 of the business plan, estimates for direct and spin-off visitor spending are given. Direct spending at the Centre is estimated at $3.4 million in Year 1 to $4.5 million in Year 10. Indirect spending locally is estimated using a conservative ration of 2:1 at $1.7 million in Year 1 and $2.3 million in Year 10. This spending will be for accommodation, food & beverages, other attractions, tours, souvenirs, entertainment, shopping, transport, personal care services and fuel.

Social Benefits – The Giant's Rib Discovery Centre will encourages civic involvement and pride, provide opportunities for cultural exchange and contribute to the quality of life for local residents.

Environmental Benefits – Our Centre will foster a conservation ethic and actively work towards the preservation of natural, cultural and historical resources along the Niagara Escarpment.

GIANT'S RIB DISCOVERY CENTRE REQUEST TO MAYOR'S COMMUNITY TRUSTEE PANEL

The Giant's Rib Discovery Centre is requesting $2,800,570 over 3 years as follows:

Year 1 (July 1, 2002 – June 30, 2003)

Land acquisition	**$1,900,000**
Operational expenses:	
Project Manager (salary and benefits)	**66,000**
Public Relations Officer	**45,000**
Secretarial support and office expenses	**40,000**
Initial work on project refinement	**75,000**
Fund-raising contract	**60,000**
Fund raising expenses and materials	**25,000**
Educational outreach programs (staff plus materials)	**30,000**
Promotion and special events	**35,000**
Year 1 Sub-total	**$2,276,000**

Year 2 (July 1, 2003 – June 30, 2004)

Operational expenses:	
Project Manager (salary and benefits +2%)	**67,300**
Public Relations Officer	**45,900**
Secretarial support and office expenses	**40,800**
Fund-raising contract	**40,000**
Fund raising expenses and materials	**20,000**
Educational outreach programs (staff plus materials)	**30,000**
Promotion and special events	**33,000**
Year 2 Sub-total	**$277,000**

Year 3 (July 1, 2004 – June 30, 2005 Official Opening)

Operational expenses:	
Project Manager (salary and benefits +2%)	**68,600**
Public Relations Officer	**46,800**
Secretarial support and office expenses	**41,600**
Educational outreach programs (staff plus materials)	**40,000**
Promotion and special events	**50,000**
Year 3 Sub-total	**$247,000**

TOTAL	**$2,800,000**

May 25, 2002

Cole Baker
47 Mountain Ave. N
Stoney Creek, Ont. L8G 3N6

(905) 662-0945

Dear Mr DiIanni

My name is Cole Baker. I am 16 years old and am an avid skateboarder. I have been skating for over 3 years now and have seen the population of skateboarding increase each year. Skateboarding is challenging physically and mentally, it keeps a lot of teenagers out of trouble.

As a skateboarder I spend most of my time trying to find a place to skateboard. We get asked to leave every parking lot or school we find. We understand completely why business owners don't want us on their property; what I don't understand is why no one seems interested in finding us a place to skate. A lot of us will get together and arrange a car pool and share parent drivers and go to Burlington, Oakville or downtown Hamilton to skate. This gets to be a little to much sometimes.

What I am asking for is your help in helping us to get a skatepark in Lower Stoney Creek. There are a lot of skateboarders who are ready, willing and able to chip in and do what they can. We don't want it for nothing; we are willing to work for it but we need guidance on how to go about making this happen. Please give some serious consideration to my request for help.

Hoping to hear from you soon.

Sincerely,

Cole Baker

Cole Baker

Hamilton
Conservation Authority
Healthy Streams...Healthy Communities!

Memorandum

TO: **Mark Milligan**

CC: **Brian Henley**

FROM: **Scott Konkle, Director of Watershed Planning & Engineering**

DATE: **May 16, 2002**

RE: **Annotated List of Potential Natural Lands Projects for Hamilton Conservation Authority**

Note: Priority as per listing below:

1. Powerline (Dofasco) Trail
Section thru Vinemount Swamp

Currently this trail is forced onto road shoulders because of the expense of a boardwalk thru the Vinemount Swamp. Refer to attached map showing trail diverted onto Fifth Road East, Ridge Road, and Eight Road East.

Granular trail section – 245 meters		$ 4,900
Boardwalk section – 2,300 meters		$ 595,000
Total	≈	**$ 600,000**
Funds secured		$ 115,000
Funding being requested		$ 485,000

Therefore $485,000 is requested.

2. Key environmentally significant land acquisitions.

   Note: Since negotiations are underway with following two potential land acquisitions all details are not given.

   a) Wetland parcel for ground water protection and wildlife purposes:

Amount required	$ 100,000

   b) Dundas Valley parcel to augment our 40 kilometer trail system:

Amount required	$ 150,000

3. Regional trails system economic feasibility study (Refer to attached description) $ 45,000

4. Outdoor environmental education facility in east Hamilton.

   Location: Mount Albion Conservation Area

   Estimate of cost:

Education Centre	$ 225,000
Site Development – including parking, signage	$ 50,000
Total	**$ 275,000**

SECTION 7

7.1

CITY OF HAMILTON

OFFICE OF THE CITY MANAGER

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Robert Robertson City Manager
Date:	August 21st, 2002	**Prepared by:**	Bryan Shynal, x4622

SUBJECT: **Award of Consulting Services Contract for a "Services Review" of City Maintenance Operations. (CM02-007) (City Wide)**

RECOMMENDATION:

(a) That the City Manager be directed to engage the firm of "Turnkey Management Consulting Ltd." to conduct a "Services Review" exercise, in accordance with project Terms of Reference and Proposal Document. The contract shall be awarded in the total amount of $ 146,055 to be funded from Account No. 112241 (Change Management) as approved within the City Managers 2002 Budget.

(b) That the City Manager provides ongoing and final reports to council on behalf of the Services Review Steering Committee.

Robert Robertson, Ph. D.
City Manager

EXECUTIVE SUMMARY:

The Services Review (Formerly "Multi-tasking" committee) was mandated to report on the feasibility of undertaking a pilot project in both an urban and rural settings to test the advantages of a "multi tasking" approach to municipal service delivery in the areas of Roads, Traffic and aspects of Parks Services. Following discussion, a Terms of Reference for consulting services was prepared for assistance in undertaking a review of services in the areas of roads, parks, forestry, traffic, cemeteries, water works, and specific facilities to ensure that required services are being provided on a "Best Value" basis.

In response, proposals were received from 4 firms, and following an evaluation by staff to prescribed criteria, the proposal received from the firm of Turnkey Management Consulting Ltd. has been identified as the successful bid.

BACKGROUND:

The Services Review Steering Committee (Formerly "Multi-tasking" committee) was mandated to report on the feasibility of undertaking a pilot project in both an urban and rural settings to test the advantages of a "multi tasking" approach to municipal service delivery in the areas of Roads, Traffic and aspects of Parks Services. Following discussion, a Terms of Reference for consulting services was prepared for assistance in undertaking a review of services in the areas of roads, parks, forestry, traffic, cemeteries, water works, and specific facilities to ensure that required services are being provided on a "Best Value" basis. Apart from any recommendations for change, it is clear that background deliverables of the project (Levels of service and service standards) will provide key and valuable support to future business planning work within each of the affected areas of operation.

In response, proposals were received from 4 firms, and following an evaluation by staff to prescribed criteria, the proposal received from the firm of Turnkey Management Consulting Ltd. has been identified as the successful bid and is coincidentally the lowest bid received at a total cost of $ 146,055.

ANALYSIS OF ALTERNATIVES:

The alternative of maintaining the current operating practices and associated organisational structure with refinements, with commitment to future review and analysis was considered and rejected by council through its review of an earlier 2002 staff report titled "Multi Tasking" (report #C.S.02043;T.O.E.02082). The nature and scope of this exercise requires the leadership, expertise and support of outside resources and cannot be undertaken by "in house" resources alone.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Successful outcomes for this exercise will require extensive consultation with members of council and staff to assist in developing the key deliverables to this project. This will require participation in workshops and surveys in the data collection and analysis phases of the project.

POLICIES AFFECTING PROPOSAL:

There are no policy implications at this time. Any identified policy impacts resulting from study recommendations will be addressed through future reports.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Under the direction of "Services Review Steering Committee", staff from Community Services (Parks and Facilities), Corporate Services (Purchasing) and Transportation Operations and Environment (Roads and Traffic) have been involved in the development of the Terms of Reference, Review of Proposals and preparation of this report.

SECTION 8

AFFECTS
WARD 6

CITY OF HAMILTON

8.1

Community Services Department
Parks Division – Forestry Section

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Barry B. Coopersmith, General Manager
Date:	August 14, 2002	**Prepared by:**	Rick Gadawski (905) 546-3919

SUBJECT: Wood Pile at Forestry Operations Yard (CS02077) (Ward 6)

RECOMMENDATION:

(a) That the Community Services Department, Parks Division undertake works to chip and dispose of the entire wood pile located at 1301 Upper Ottawa Street (forestry operations yard) at an approximate cost of $170,000 plus $10,000 for shipping charges;

(b) That the program be funded from Capital Reserve Account #108035 as an immediate and permanent solution to the problem;

(c) That the Parks Division establish an ongoing Wood Materials Management Program to ensure proper recycling and/or disposal of wood materials produced from forestry operations.

Barry B. Coopersmith, General Manager
Community Services

EXECUTIVE SUMMARY:

A fire safety inspection report was received on July 31, 2002, regarding a log storage pile situated at the Upper Ottawa Street Forestry yard. The report lists five contravention's of the Ontario Fire Code, which must be rectified by September 2, 2002, or the City of Hamilton may be subject to prosecution.

This report provides for the consideration of the use of contracted services at a cost of $180,000 to convert the pile to chips to address Fire code violations and facilitate re-use by the city, general public and local landscaping industry. The added cost of $10,000 would provide for the use of contracted services to ship the wood chips to other yards throughout the City to accelerate the re-use of the wood chip material by the general public.

BACKGROUND:

The recommendations/information contained in report CS02077 has City Wide implications.

On July 9, 2002, a recent fire safety inspection of the Forestry Yard, located at Upper Ottawa Street, identified five contravention's to the Ontario Fire Code. The City of Hamilton was provided with a fire inspection report, dated July 31, 2002, detailing the violations and outlines the measures the City of Hamilton take to comply. Failure to correct these violations may result in prosecution.

1. "No Smoking" signs, are required
2. Relocate the north-east corner pile of the yard, 30m away from the forest/brush located north of the yard
3. Decrease the size of the piles to 45m in length x 15m in width; and provide a 6m fire route around each pile
4. Provide and post signs in the open yard and each building that indicate the phone number of the fire department and closest telephone available
5. Provide fire protection provisions such as a 200 L vessel and 12 L pails or extinguishers with a 2A rating or higher, must be made accessible within a maximum travel distance of 25 metres from the pile, as per 6.2 of the Ontario Fire Code.

The Parks Division is currently developing a request for proposals for removal of the wood using salvage and reutilization measures to offset a portion of the handling and disposal costs. It is unlikely, however, that this initiative will generate a viable salvaged based removal plan as it is estimated that 75% of the materials are unusable for anything other than wood chips due to its age and condition.

In the spring of 2001, quotes were obtained for specialized services to chip the surplus wood in the amount of $155,200. Staff have added 10% to this quote for an estimated cost of $170,000 to account for inflation and the overall increase in size of the pile. The material in chip form will occupy less yard space, reduce the fire safety hazard, and be readily available for re-use by Parks Maintenance operations, the general public and the local landscape industry.

In April 1990, the Forestry Operations yard relocated from Gage Park to their present location at the former Upper Ottawa Street landfill site. The day-to-day urban forestry and utility trimming and removal operations performed over the last twelve years in the section have generated significant quantities of wood, which are too large to fit through wood chipping equipment available through our fleet. During the ice storm of 1998, at least fourteen tractor-trailer loads of "firewood" selected from the pile, was transported to Quebec as a form of emergency aid from the City and serving to temporarily reduce the pile size. Presently the pile occupies almost 2 acres of the Upper Ottawa Street Forestry yard.

ANALYSIS OF ALTERNATIVES:

An alternative solution would be to undertake temporary safety measures involving relocation of the materials into smaller piles (45 m x 15 m) sections to meet fire code safety requirements. The cost for this work is estimated to be $41,200. This option provides only a benefit of immediate code compliance and does not preclude nor address the longer-term need to dispose of the wood storage piles. A further expenditure of $170,000 would result if chipping the pile were approved as a 2003 capital budget project.

Outdoor storage space limitations are also a factor. Presently, the Forestry yard has enough room to comply with the order to relocate the woodpiles. However, the remaining area is very limited and there is only approximately 22,000 square feet for future storage. If the wood does not get chipped, it still remains a fire hazard and Forestry will have to locate an area in the future where the surplus wood may be stockpiled.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial - The recommendation at a cost of $180,000 addresses the fire code compliance issues along with the disposal. Neither cost has been provided for in the 2002 budget. Finance staff have recommended that this be financed from Capital Reserve Account #108035.

Staffing - Neither option will affect staffing, as contract services will be required to provide and operate specialized grinding equipment.

Legal - Failure to comply with this order may result in the City of Hamilton being prosecuted by the Hamilton Emergency Services Fire Prevention Division.

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

The Forestry Section consulted with the Hamilton Emergency Services Fire Prevention Division and the Finance Department.

CITY STRATEGIC COMMITMENT:

The Forestry yard is built on the former Upper Ottawa Street landfill site. There is a methane-burning silo located adjacent to the northeastern corner of the Forestry property line. The possibility exists that an environmental disaster could happen should the log pile ignite and fire spread throughout the woodpile and beyond the boundaries of the Forestry yard.

AFFECTS ALL WARDS

8.2

CITY OF HAMILTON

COMMUNITY SERVICES DEPARTMENT

Culture and Recreation

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Barry Coopersmith, General Manager
Date:	Aug 29, 2002	**Prepared by:**	William E. Fenwick

SUBJECT: **Fee Waiver Policy (CS02009(a))**

RECOMMENDATION:

a) That the revised fee waiver policy, governing ad-hoc use of the City's Parks, Culture, and Recreation facilities, attached hereto and marked as Appendix A, be approved for immediate implementation.

b) That staff continue to honour all existing facility use agreements by third party renters, with a view to achieve optimum direct expenditure recovery.

c) That staff report back to Council as part of the annual budget process, on the extent to which the City subsidizes third party use of City facilities and services.

Barry Coopersmith, General Manager
Community Services

EXECUTIVE SUMMARY:

The purpose of this report is to establish a consistent framework, in the form of a Facility Fee Waiver Policy, in order to assess and administer request from the community to waive the hourly rental fees approved by Council.

Currently, staff have no approved means in which to assess and/or issue fee waivers to community groups for the use of City facilities for special purposes. As a result, staff do not have the authority to effectively respond to requests that are received, and simply refer the community groups to the Council approved hourly rate.

BACKGROUND:

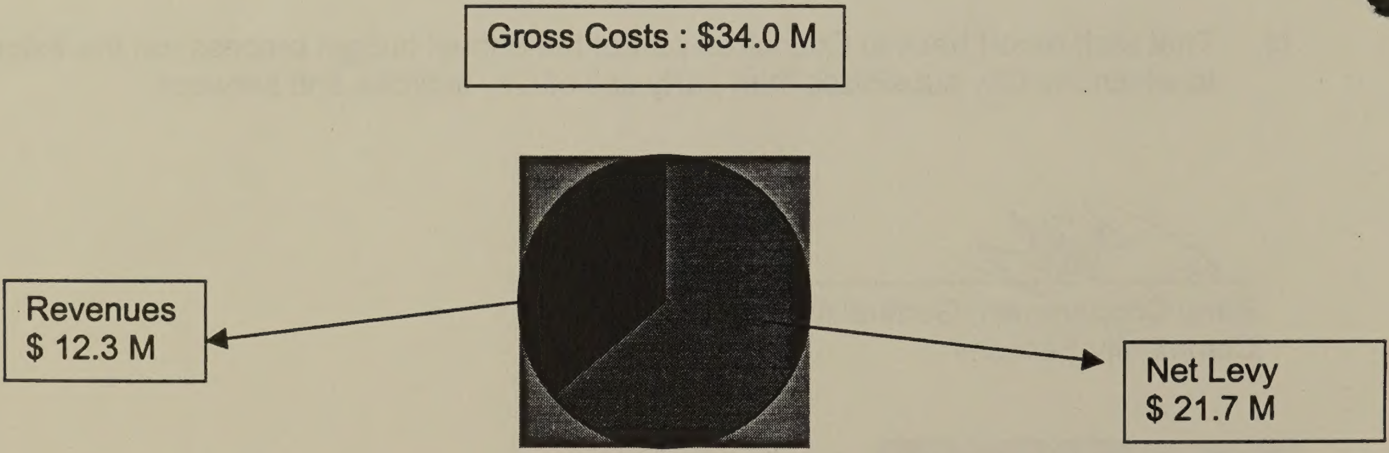
The Culture and Recreation Division utilizes a variety of Council approved hourly rates and fees to permit use of City parks, culture, and recreation facilities to groups and individuals.

These Council approved hourly rates and fees typically include built-in subsidized rates for not-for-profit community based youth-related organizations, through to full recovery rates for adult and/or commercial use.

On a continuous basis, staff receive written requests from community groups and individuals asking the City to waive these approved rates and fees, in order to reduce the cost associated with operating these activities/events.

In some cases, the activity may directly benefit the City, however in most cases the activity is directly related to advancing the cause of the organization or individual. As such, there is certain merit in assessing the degree to which an activity may benefit the City's strategic commitments, prior to making a decision to utilize moneys from the general tax base to offset the corresponding expenditure.

To put things into context, the following section will outline the Culture and Recreation Division's overall costs as well as the total corresponding revenues that are budgeted to offset these costs.



Lastly, the following table illustrates the various methods that the City provides Council approved "fee waivers" , and more importantly high-lights the specific area that the proposed "Facility Fee Waiver Policy" contained in this report , is intended to address.

	FEE WAIVER STRATEGY	REVENUE IMPACT
Applicable	Individual/Group Request to waive fees	
Applicable	City (internal) Use of Facilities	
N/A	Council Directed Public Meetings	
N/A	Community Group Use of City Facilities	
N/A	Fees Established Under Legal Agreements	
N/A	Sub-Committee Grants – Services in Kind	

N/A	Community Use of Schools	

This recommendation is in agreement with the Community Services Parks, Culture and Recreation Master Plan, Item 18, 24 and 25, received by Council on June 26, 2002 (CS02050).

ANALYSIS OF ALTERNATIVES:

The former municipalities administered hourly fee waiver request for parks and recreation facilities, in different ways, as follows;

FORMER MUNICIPALITY	APPROVAL (Delegated Authority)
Ancaster	Council
Dundas	Council
Flamborough	Staff
Glanbrook	Staff
Hamilton	Staff
Stoney Creek	Staff

In the interest of consistency and clarity, there is certain merit in establishing a common approach to deal with fee waivers in the new City. There are different options that Council could consider with respect to granting fee waivers. In either option, there is an assumption that a fee waiver account will be established from which to fund approved fee waiver requests. Staff have outlined two options below, as well as recommending a preferred option for Council's consideration;

Option A – Committee of the Whole Administration

This option would require all fee waiver requests to be presented to the Committee of the Whole for approval, and corresponding staff direction. While this option provides Council with the opportunity to have direct input into decisions regarding fee waivers, the volume of request (approximately 100 requests per year), nominal amounts, and time sensitive approvals would make it somewhat problematic.

Option B – Staff Administration of Council Approved Policy

This option provides for Council to approve a series of policy guidelines from which all fee waiver requests will be evaluated. These fee waiver guidelines will provide for upset limits for individual request and include an appeal process to Council for any such groups and organizations.

This option has numerous benefits outlined below:

- ☐ Respects Council's current time demands..
- ☐ Provides for a clear, concise, and consistent means for Council to address fee waivers to groups across the new City.

- ☐ Provides the opportunity to promote the City's "Fee Waiver Program" to community groups and organizations.
- ☐ Allows groups to determine their eligibility for various activities in advance.
- ☐ Refers the day-to-day administration to staff.
- ☐ Provides the opportunity for Council to consider special request or unique request directly.
- ☐ Provides Council with the opportunity to accurately allocate funds to address fee waiver requests.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial

The cost of fee waivers, estimated at approximately $100,000, has in most cases been absorbed in recreation centre accounts as lost revenue. The restructuring of the administration process will simply result in more accurate reporting of fee waivers.

The implementation of the new Fee Waiver Policy may in turn result in increased expenditure recovery, by establishing more consistent and appropriate allocation of city subsidy to the range of eligible renters.

Service Expectations

The new Fee Waiver Policy may receive an adverse reaction from community groups who have traditionally been exempt from paying the basic hourly rate associated with the cost of operating community culture and recreation facilities and may not be accommodated under the new fee waiver policy guidelines.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Finance
Community Services
Corporate Buildings and Real Estate
Culture and Recreation

CITY STRATEGIC COMMITMENT:

Recovering expenses associated with the daily cost of operating community culture and recreation facilities is a fundamental component of an overall strategy to manage and maintain community assets for future use and enjoyment.

APPENDIX A

FEE WAIVER POLICY

PURPOSE

The purpose of the City of Hamilton's Fee Waiver Policy is to provide financial assistance, in the form of fee reductions for facility expenses, to community groups and organizations for eligible events and activities that benefit the greater community.

The recommendations contained in this report follow the vision of the Community Services Parks, Culture and Recreation Master Plan received by Council on June 26, 2002.

ELIGIBILITY

Groups

- ☐ Not-for-profit community sport, culture, arts, and recreation associations.
- ☐ Neighbourhood Associations
- ☐ Not-for-profit community and/or neighbourhood groups and organizations.
- ☐ School associated groups. (not recognized under the reciprocal agreement)
- ☐ Community service clubs and organizations.

Activities

- ☐ One time activities & events that do not have associated admission fees.
- ☐ Annual General Meetings (sport, recreation, arts, & culture groups only)
- ☐ Non-partisan community-based gatherings/tributes.

NON-ELIGIBILITY

- ☐ Commercial Groups
- ☐ Sequential (daily, weekly, monthly, etc.,) seminars, courses, clinics, programs etc.,
- ☐ Annual (or sequential) fundraising activities and events. ***** Unless otherwise *established under separate agreement and/or directly benefits the Corporation in an amount equal to or greater than the total cost of the fees waived.***

FEE WAIVER AMOUNTS

Eligible groups and activities may be entitled to a 100% Fee Waiver (or part thereof) based on the merit of the activity, and the extent it serves the greater neighbourhood/community.

PROCEDURE

1) All interested groups must complete a fee waiver request Application Form, outlining the purpose of the activity and related organizational information.

2) The Application Form must be submitted a minimum of 4 weeks prior to the date requested, to the Culture and Recreation Division – Facility Booking Section in order to ensure timely processing.
   Application forms received after this time will be processed accordingly, however Groups must assume responsibility for any consequences associated with delays in the confirmation/administration process.

3) The Facility Booking staff will first confirm that the facility is available on the date(s) and time(s) requested.

4) If the required facility (or suitable alternative) is available, the Application Form will be forwarded to the Director of Culture and Recreation (or designate) for review and processing.

5) Eligible groups will be notified by facility booking staff, within 2 weeks from the time that availability of the requested facility (or suitable alternative) has been confirmed.

6) Facility booking staff will process a facility permit inclusive of any partial fees (if applicable).

7) The group or organization remains responsible for any/all terms & conditions outlined in the use of City facilities, including retrieving their permit in advance and having it present throughout the duration of their use.

8) Facility Booking staff will credit facility accounts with the appropriate balance of revenues owing, from the City's fee waiver account.

EVALUATION & REPORTING

Staff will report to Council on an annual basis, as part of the Operating Budget Process, with a detailed account of the total numbers of fee waiver granted/by group, and related cost.

APPEALS

Any group who has been denied a fee waiver, may appeal the decision of the Director of Culture and Recreation, to the General Manager of Community Services, and subsequently by receiving approval from the Committee of the Whole to appear before the Hearings Sub-Committee to present their rationale for receiving a fee waiver.

Groups wishing to receive approval to appear before the Hearings Sub-Committee must contact the City Clerk to register as a delegation.

SECTION 9

CITY WIDE IMPLICATIONS

9.1

CITY OF HAMILTON

CORPORATE SECRETARIAT
Customer Service Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Anne Louise Heron Executive Director
Date:	August 23, 2002	**Prepared by:**	Verna Radford x6155 Jane Lee x2654

SUBJECT: Customer Contact Centre Implementation of 2002 Budget Decisions) (CSE02024) (City Wide

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RECOMMENDATION:

That Report CSE02024 be received for information.

Anne Louise Heron, Executive Director
Corporate Secretariat

EXECUTIVE SUMMARY:

Staff reductions at the Customer Contact Centre required by the 2002 budget are taking place in accordance with a plan, encouraging and assisting employees where possible to find alternate employment. Call volumes have increased slightly over last year's call volume and service indicators show decreased service levels in the second quarter. Steps have been taken to adjust the duties and shifts slightly to better enable the staff to handle the calls with current resources.

BACKGROUND:

During the 2002 budget deliberations, the staffing level at the Customer Contact Centre was reduced by 7 customer service representatives (from 30 to 23). A staff reduction plan was put in place, knowing that layoffs would occur at year's end, if sufficient employees were not successful in finding alternate employment within the organization.

Staff are being encouraged to apply for other positions in the City. The Division, in conjunction with the Human Resources Department, provided training opportunities to all employees in this section on resume writing and interview skills.

At the end of June, there were 27 employees working in the Centre, by the end of August, this number will be 25.

Service Level Changes

As requested during budget deliberations, members of Council asked to be kept informed of the changes in service levels resulting from the reduction in staff.

Several factors contribute to the service levels at the Customer Contact Centre. Increased call volumes, fewer staff available to handle calls, and variation in call length all contribute to changes in service levels.

The following is a comparison of the 2001 and 2002 call-handling results, reflecting the total calls coming into the Centre (calls offered), the number of calls handled in less than 20 seconds, the grade of service, the number and percentage of abandoned calls and the average speed of answer (ASA).

Quarter	Calls Offered	Calls Answered < 20 seconds	GOS *	Abandoned Calls	% Abandoned	Average Speed of Answer (seconds)
Jan – Mar	85,226	82,766	97%	466	.54%	2
Apr – June	117,719	109,760	93%	824	.70%	4
SUB-TOTAL YTD 2001	**202,945**	**192,544**		**1,290**	**.63%**	
Jul – Sept	121,294	105,802	86%	1,793	1.48%	8
Oct – Dec	99,567	89,952	89%	1,240	1.25%	7
TOTAL YEAR 2001	**423,806**	**388,280**		**4,323**	**1.02%**	
Jan – Mar	95,273	91,783	96%	396	.41%	3
Apr – June	117,047	89,095	76%	3,631	3.10%	18
TOTAL YTD 2002	**212,320**	**180,878**		**4,027**	**1.90%**	

* GOS: Grade of Service =% of calls answered within 18 Seconds

The Customer Contact Centre interim report for 2002 shows an increase in call volumes of 4.6% over the same period last year. This increase may be attributed to several causes, including new program inquiries, return calls related to abandoned calls and increased customer knowledge of the City of Hamilton general inquiry number 905-546-CITY (2489).

Staffing level reductions, an increase in call length due to the complexity of answers of new program inquiries and the increased call volumes have resulted in a decrease in service levels for the centre. The average speed of answer in the first quarter of 2002 was three seconds in comparison to 18 seconds in the second quarter of 2002. Customer response to the increased wait is indicated through the increase in abandoned calls from 396 in the first quarter to 3,631 in the second quarter. Grade of service has also decreased in the second quarter with 76% of the calls answered in less than 20 seconds.

The scope of work at the Customer Contact Centre has incrementally increased. All bulk garbage pick up, white goods pick up and accelerated water meter installations are now logged at the Centre. In addition, the Centre became involved in answering inquiries for several new and enhanced programs in the first half of 2002, prior to budget approval. These programs include the solid waste master plan waste management program, and universal and accelerated water meter installations, smoking by-law changes, heat alert and tax changes with respect to the elderly tax credit. Also in the first half of 2002, Customer Service Representatives answered approximately 855 e-mail inquiries for info@city.

Projected Implications

The full impact of the reduction in staffing will not take place until there is a decrease of 7 employees at the Customer Contact Centre. This may not happen until later in the year. It is predicted that final reductions will result in service level decreases with an average speed of answer on a typical day of 59 seconds and that 50% of all calls will be answered within 30 seconds. Regular performance reports will be provided to monitor the performance projections against actual performance.

To decrease the impact of the reduced number of customer service representatives, afternoon debriefings have been cancelled and replaced with a weekly employee meeting allowing for an additional forty-five minutes on the phones for each Customer Service Representative during the day. In addition, as the staff continue in their positions, they have improved in their call-handling ability which has reduced the impact of the changes in staff levels.

ANALYSIS OF ALTERNATIVES:

N/A

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The number of Customer Service Representatives working at the Customer Contact Centre will be 25 by the end of August. Two FTE's have been reduced, with other reductions in staff being temporary at this time. Employee reductions to date are the result of illness, maternity leave or as successful candidates in temporary positions in other departments.

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

N/A

CITY STRATEGIC COMMITMENT:

The Customer Contact Centre provides the public with an opportunity to call one number for all services associated with the City of Hamilton and its partners, providing quality community service.

SECTION 10

SECTION 11

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

11.1

FINANCE AND CORPORATE SERVICES
Office of the City Clerk

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Joseph L. Rinaldo General Manager
Date:	August 7th, 2002	**Prepared by:**	R. Caterini 540-5409

SUBJECT: **Volunteer Co-ordinating Committee Terms of Reference (FCS02095) (City Wide)**

RECOMMENDATION:

That the Terms of Reference for the Volunteer Co-ordinating Committees, attached hereto as Appendix "A", be received and adopted.

Joseph Rinaldo

Joseph L. Rinaldo, General Manager
Finance & Corporate Services

EXECUTIVE SUMMARY:

Since the amalgamation in 2001 of the 6 municipalities in the former Region of Hamilton-Wentworth, elected officials and staff have reviewed its role of Volunteer Committees in the City's governance process and have recommended a Co-ordinating Committee structure with 4 Volunteer Co-ordinating Committees reporting to Committee of the Whole.

Recognizing the human and fiscal limitations resulting from amalgamation, the new structure allows for elected officials and citizen volunteers to work together to make recommendations to City Council.

BACKGROUND:

City Council approved the Volunteer Committee structure in 2001. Since this time, staff have been working with the recommended structure and have held several orientation sessions educating both staff and citizens on the implementation of the new structure.

Appointments to the approved Volunteer Committee have been completed by Council in early 2002.

The 4 Volunteer Co-ordinating Committees: Corporate Secretariat; Community Services; Transportation, Operations, Environment/Planning & Development; and Social & Public Health, have been functioning with at least 2 meetings to date. Membership in the Volunteer Co-ordinating Committee consists of elected officials and the Chairs of the Volunteer Committees.

Each of the Volunteer Committees have submitted their Terms of Reference to their respective Volunteer Co-ordinating Committees for approval. The Volunteer Co-ordinating Committees will meet at least quarterly.

ANALYSIS OF ALTERNATIVES:

N/A

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

All four Volunteer Co-ordinating Committees have reviewed the terms of reference at their respective Co-ordinating Committee meetings held in June 2002.

The following amendments have been incorporated into the Terms of Reference attached hereto as Appendix “A”:

- Recommended by the Corporate Secretariat VCC and the Community Services VCC: insert the words, “or their designate” following the word, “Chairs” in section 2 of the Membership column.

CITY STRATEGIC COMMITMENT:

The Volunteer Co-ordinating Committee structure approved by Council will assist the city with its vision and goals of promoting a healthy prosperous community to live and work. The contribution of citizen volunteers is considered a valuable asset to the new city.

Volunteer Co-Ordinating Committee

TERMS OF REFERENCE

Introduction:

Volunteer Co-Ordinating Committees (VCC) are created by and report to Committee of the Whole (COW) and are subject to change at the discretion of Council.

Objectives:

A Volunteer Co-Ordinating Committee shall be created by Committee of the Whole to provide a consultative forum for volunteer committees functioning in the city of Hamilton. Volunteer Committee Chair representatives will join appointed political representatives for such purposes as:

- The consideration of important common issues and concerns
- The exchange of information on current and future programs
- Presentation and discussion of reports on achievements, initiatives, expenditure of monies and policy/program advice of each respective volunteer committee

Membership:

1. Members of Council appointed at each term of office. A minimum of 3 political representatives.
2. Chairs, or their designate, of each respective volunteer committee listed under the VCC.
3. Technical advisors from relevant city division(s) (non-voting member)

Meetings:

The VCC shall meet at least quarterly.
All matters considered by each VCC will be presented in report format to COW.

Chair:

The Chair shall be selected from the appointed representatives of Council.

Secretariat:

Legislative services shall be provided by the City of Hamilton Clerk’s Division.

Voting & Attendance:

For purposes of voting, majority means more than half of the members present and voting.

A quorum for the purposes of voting shall be 50% plus 1 of the members on the committee, unless otherwise determined by each Volunteer Co-Ordinating Committee.

SECTION 12

SECTION 13

SECTION 14

CITY WIDE
IMPLICATIONS

CITY OF HAMILTON

15.1

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Roads & Traffic

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng., General Manager
Date:	June 14, 2002	**Prepared by:**	Hart Solomon, P. Eng. Extension 4584

SUBJECT: Overnight Parking on Through Streets (TOE02124) - (City Wide)

RECOMMENDATION:

(a) That, where implemented, through street overnight parking prohibitions should be in force twelve (12) months per year;

(b) That, where implemented, all through street parking prohibitions in the City of Hamilton should be in force during the hours of 2:00 a.m. to 7:00 a.m. daily; and,

(c) That, as a cost prevention and maintenance optimization measure, during the 2003 current budget deliberations, the status of through streets which have had parking bans relaxed to permit parking overnight (as listed in Appendix A to this report), should be reviewed with consideration being given to restoring the overnight parking bans.

Peter M. Crockett, P. Eng., General Manager,
Transportation, Operations & Environment

EXECUTIVE SUMMARY:

The through street definition of the Parking By-law has several functions, one of which is banning of parking from major roadways during the overnight period. The through street parking ban serves to significantly increase the ease and efficiency with which road maintenance activities can be undertaken. The primary road maintenance activities which are conducted overnight include street sweeping, minor road repairs, and roadway painting in the summer; and snow removal and clean up after a snow event in the winter.

Over the past few years, a number of roadways in the central lower City have been revised to allow overnight parking (these are listed in Appendix A). In addition, there

continues to be demand for further relaxation of the parking regulations. There have also been requests to consider alternative time frames for the parking prohibitions.

It is recognized that in many cases, the alternate parking arrangements for residents who live on through streets and do not have off-street parking are less convenient, in the form of side streets, the requirement to implement front or rear yard parking or monthly parking in an off-street lot. Conversely, the relaxation of the overnight parking prohibitions results in increased costs for roadway maintenance and an overall reduction in the level of service. It is estimated that to maintain the same level of service on a through street after the parking ban was removed, would cost over $20,000 extra per kilometre annually in a typical snow year.

Given the financial pressures on the road maintenance sections, further revisions to the overnight parking bans or changes to the hours of operation are not recommended. It is also suggested that it would be appropriate to re-visit some of the previous decisions to remove parking regulations as part of the 2003 current budget deliberations.

BACKGROUND:

The through street regulation exists technically to define the right-of-way of traffic movement on major streets. However, its main function in the City Parking By-law is to designate those streets for which there is an overnight parking ban. Presently the parking regulation bans parking during the hours of 2:00 a.m. through 7:00 a.m. daily. The street system in the former City of Hamilton on which the through street regulation is in effect is shown on the attached plan. There are through streets across the entire City, but the parking ban issues seem to be concentrated in Wards 2, 3, and 4 where the houses are older and less likely to have off-street parking.

In the past few months, three types of requests have been received to modify the operation of the through street system. These are:

- Requests for complete rescinding of the overnight parking ban, the most recently approved being Bay Street from Simcoe to Guise.
- A request to alter the hours from 2:00 a.m. through 7:00 a.m. to 3:00 a.m. through 7:00 a.m., in recognition of the fact that the rules for licensed drinking establishments were modified several years ago to allow liquor to be served until 2:00 a.m. and that patrons of those establishments may not return to their cars until 2:30 a.m. or later.
- A Hearings Sub-Committee motion to consider operating the parking ban only in the winter.

It should be noted that the through street by-law is presently signed only at the City entrances and from prosecution's perspective, this is a satisfactory way of operating the system. Depending on the change, the requirement may exist for full signing of the system which could cost up to several million dollars.

ANALYSIS OF ALTERNATIVES:

(1) Removal of complete sections of roadway from the through street system.

If parking is allowed overnight on a major roadway for which a high level of service is expected in regard to street cleaning and snow removal, there are two choices. Either the level of service can be significantly diminished or the maintenance activity is undertaken using either temporary signs or permanent one day per month signs.

Typically, a major road which has an overnight parking ban will receive monthly or more frequent road maintenance in the summer months. With parking allowed, this frequency drops to twice per season due to the difficulties associated with temporary signing.

The temporary signs are simply paper "No Parking" signs attached to rubber cones. This has the associated added cost of having to place the cones in advance of the road maintenance activity and remove them afterwards. This cost is estimated at about $3,000 per kilometre annually to keep up the same level of service. The cones tend to go missing and it is relatively easy for persons wishing to park to remove sufficient number of signs to park in any case, thus disrupting the maintenance activity. Another alternative is to use permanent signing which designates a particular half-day per month as the time period for the maintenance activity. Outside of the difficulty of the residents remembering to check the signs, there are often operational constraints which restrict the maintenance activities and the work may not be done on the designated half-day per month, thereby greatly reducing the level of service. The permanent signs are not of value for snow clearing. The use of permanent signs also requires a one-time installation of cost of approximately $1,500 per km. The permanent metal signs have proven to be quite restrictive and the preferred approach is to use the temporary signing but obviously, the temporary signing has a high additional labour component associated with placing and removing the cones. During a snow event, the spare manpower to place and remove the temporary signs is not reasonably available. Only if a full snow emergency is formally declared would residents be required to remove their vehicles from designated snow routes, which in many cases are also through streets .

Conversely, the lower level of service during the winter months results in vehicles which are left overnight being ploughed in. With drivers reluctant or slow to remove their vehicles, this leaves a significant accumulation of snow with no simple way to remove it. The removal operation is estimated to cost about $23,000 extra per plowable snow event per kilometre. A typical year has 5 or 6 plowable snow events.

In total, maintaining the overnight parking bans has significant advantages in terms of roadway maintenance.

(2) Revision of the hours of 2:00 a.m. through 7:00 a.m.

A suggestion was received from Councillor Collins to consider changing the through street hours of operation. The request to revise the hours of the through street by-law is based primarily on the new later closing hours of licensed drinking establishments. This means that there are pockets around the City where motorists park on through streets and do not return to their cars until after the 2:00 a.m. start of the parking bans. In reality, this is no different than a person who visits a friend at a private residence and does not return to his or her car until after 2:00 a.m. The effect of reducing the available hours of operation from 2:00 a.m. through 7:00 a.m. to 3:00 a.m. through 7:00 a.m. would be a 20% reduction in availability of maintenance time which would translate to a 20% reduction in level of service. Conversely some of the service would have to be made up at an alternate time at a higher cost due to a lower efficiency. In any case, the requirement to sign different hours would require signing the entire City at an extraordinary one time cost of several million dollars, plus ongoing sign maintenance. The revision of the hours from 2:00 a.m. through 7:00 a.m. to 3:00 a.m. through 8:00 a.m. for some locations was also considered, but the traffic volumes in the period of 7:00 a.m. to 8:00 a.m. are high and limit the opportunities for maintenance. As well, these hours would likely conflict with the typical working hours for staff, overlapping a shift change.

(3) Revision of the through street by-law to apply during winter months only.

At the November 27, 2001 Hearings Sub-Committee, a motion was approved asking staff to prepare a report detailing a process which would remove streets from the through street by-law from April to November. Technically, if all streets were treated in a consistent fashion, this requires only a by-law change and a change to City entrance signing. It would not be possible to do only a portion of the system, without signing all through streets.

However, since equal maintenance benefit is derived in the summer as the winter, there is a significant detriment to restricting the operation of the regulations to the winter months. This approach is not recommended, given the significant impact on summer street maintenance activities.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

As noted, the rationale for the overnight parking prohibition on through streets is for street maintenance purposes. While the purpose of parking enforcement is to encourage compliance with parking regulations, rather than generate revenue, it must still be noted that there would be a significant negative effect on parking enforcement revenues by allowing overnight parking on through streets. Revenue losses in the order of $3,000 per kilometre of road might be expected should overnight parking be restored.

With the overnight parking ban removed, alternate means of street maintenance must be employed. Due to limitations on the availability of staff and equipment, some levels of service decline. For instance, street sweeping may take place twice a year instead of monthly. To maintain the previous level of service is estimated to cost about $3,000 per kilometre annually. In other cases, such as snow removal, there is a significant cost increase incurred, as the snow windrows must be removed after plowing using more staff and equipment. The added cost is estimated at about $15,000 to $18,000 per kilometre per year in a typical snow year.

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Joint discussion between Transportation, Operations and Environment and Finance and Corporate Services.

CITY STRATEGIC COMMITMENT:

The City is committed to building a community with the highest degree of liveability and convenience for its residents. Conversely, we are committed to providing services at the lowest possible cost and maintaining the highest quality in terms of cleanliness and road maintenance services.

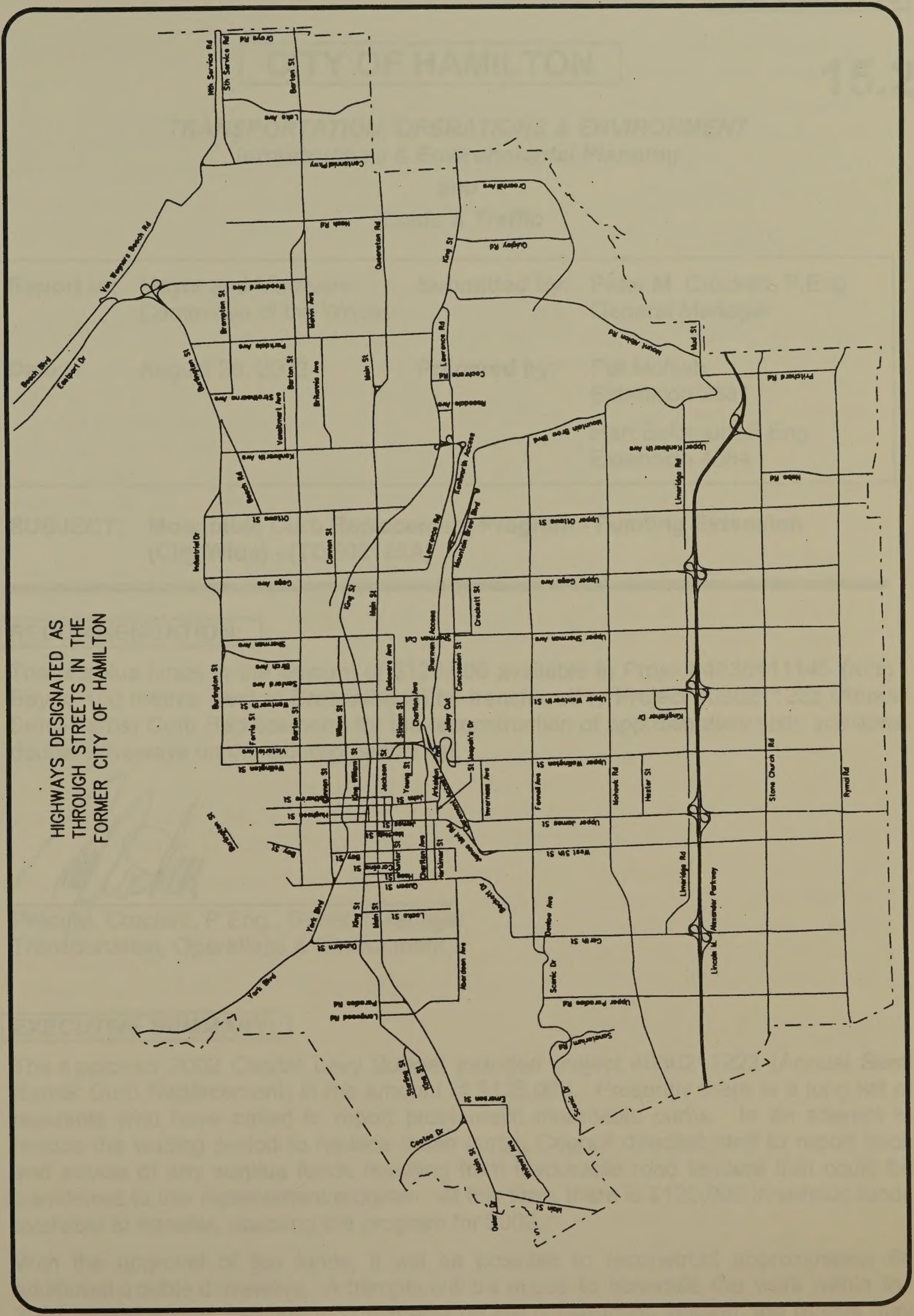
Attached: Appendix & Key Map

Appendix

Former through streets for which overnight parking is now allowed:

Ward 1	**- 1994 – Locke (Aberdeen to Homewood)** **- 2000 – John (Robert to Barton)**
Ward 2	**- 1993 – Bay St. N. (Barton to Cannon)** **- 2002 – Bay St. N. (Simcoe to Guise)**
Ward 3	**- 1995 – Cannon St. E. (Sherman to Lottridge) (2 way section)** **- 1995 – Cannon St. E. (Sherman to Wellington) (1 way section)**
Ward 4	**- 1999 – Cannon St. E. (Kenilworth to Ottawa) (2 way section)**

Appendix to Report TOE02124
- Overnight Parking on Through Streets



HIGHWAYS DESIGNATED AS THROUGH STREETS IN THE FORMER CITY OF HAMILTON

Greys Rd
Nth Service Rd
Sth Service Rd
Barton St
Lake Ave
Centennial Pkwy
Greenhill Ave
Nash Rd
Queenston Rd
King St
Quigley Rd
Van Wagners Beach Rd
Woodward Ave
Brampton St
Melvin Ave
Beach Blvd
Eastport Dr
Burlington St
Parkdale Ave
Britannia Ave
Main St
Lawrence Rd
Cochrane Rd
Strathearne Ave
Rosedale Ave
Mount Albion Rd
Mud St
Pritchard Rd
Upper Kenilworth Ave
Mountain Brow Blvd
Kenilworth Ave
Kenilworth Access
Beach Rd
Limeridge Rd
Nebo Rd
Ottawa St
Upper Ottawa St
Industrial Dr
Cannon St
Gage Ave
Upper Gage Ave
Crockett St
Sherman Ave
Upper Sherman Ave
Sherman Access
Sherman Cut
Birch Ave
Sanford Ave
Delaware Ave
Concession St
Wentworth St
Upper Wentworth St
Kingfisher Dr
Ferrie St
Victoria Ave
Wilson St
Stinson St
Charlton Ave
Jolley Cut
Wellington St
Upper Wellington St
Inverness Ave
Fennell Ave
Mohawk Rd
Hester St
Stone Church Rd
Rymal Rd
King William
Jackson
Young St
John St
Upper James St
Bay St
Hunter St
Queen St
Herkimer St
West 5th St
Lincoln Alexander Parkway
Beckett Dr
York Blvd
Locke St
Dundurn St
Aberdeen Ave
Garth St
Scenic Dr
Upper Paradise Rd
Paradise Rd
Longwood Rd
Sanatorium Rd
Sterling St
Emerson St
Cootes Dr
Osler Dr

CITY WIDE IMPLICATIONS

CITY OF HAMILTON

15.2

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Infrastructure & Environmental Planning
and
Roads & Traffic

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng. General Manager
Date:	August 26, 2002	**Prepared by:**	Pat McNab Extension 2881 Hart Solomon, P.Eng. Extension 4584

SUBJECT: Mountable Curb Replacement Program - Funding Extension (City Wide) - (TOE02125A)

RECOMMENDATION:

That surplus funds in the amount of $125,000 available in Project 4030111145 (King - Bay to 160 metres west of Breadalbane) be transferred to Project 4030211223 (Annual Semi-Barrier Curb Replacement) for the reconstruction of approximately sixty additional double driveways on the existing priority list.

Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

EXECUTIVE SUMMARY:

The approved 2002 Capital Levy Budget included project 4030211223 (Annual Semi Barrier Curb Replacement) in the amount of $125,000. Presently there is a long list of residents who have called to report problematic mountable curbs. In an attempt to reduce the waiting period to replace these curbs, Council directed staff to report back and advise of any surplus funds resulting from favourable road tenders that could be transferred to this replacement program. At this time, there is $125,000 in surplus funds available to transfer, doubling the program for 2002.

With the approval of the funds, it will be possible to reconstruct approximately 60 additional double driveways. Attempts will be made to schedule the work within the 2002 calendar year, but due to constraints on the construction season, the repairs may

not occur until 2003. The existing priority scheme, which is strictly based on first-come-first-serve date of being added to the list, remains in effect.

As per the direction of Committee of the Whole and Council, staff continue to investigate the possibility of a revised priority scheme and a user fee system for the mountable curb replacement program. Staff will report back later in the fall in regard to proposed changes to the system.

BACKGROUND:

The City currently has in place a program, subject to the availability of Capital funding, for the repair and/or replacement of mountable curbs at driveway approach locations in residential areas. This type of curb typically has a steep angle which makes it difficult for motorists to enter driveways, and in some cases the bottom of a vehicle may actually contact the top of the curb. For 2002, Council has allocated $125,000 in funding for this program. As per direction from the July 10th Council meeting, staff are reporting back with the possibility of extra funding for the 2002 program. Through favourable pricing in regard to construction activities, an additional $125,000 is now available to be put forward towards this program. It is therefore recommended that the program be doubled in size for 2002.

Notwithstanding any discussions at Committee regarding changes in the priority scheme, the current priority scheme remains in effect. The current scheme does not take into account the severity or nature of the driveway but is simply on a first-come-first-serve basis with the oldest request having the highest priority. The program is currently free to those persons requesting to have their mountable curb approach repaired and/or replaced.

Given the timing of the additional funding, it is possible but not likely, to undertake the construction work for the additional part of the program in 2002. However, the existing priority scheme will remain in place and the residents on the extended list will be notified as to their status with regard to the program. Work out of the 2002 program may be done in the spring of 2003 and will be done under the 2002 priority scheme.

At the July 2nd Committee of the Whole meeting, staff were directed to undertake consultations with the citizens in terms of the possibility of user fees and/or alternate priority scheme which recognized the severity of the driveway problem. Staff will be undertaking those investigations this fall, and will report back to Council on a recommended approach for driveways to be funded under the 2003 Capital program.

ANALYSIS OF ALTERNATIVES:

The previous Committee of the Whole report discussed alternate funding and priority schemes. These are presently under investigation by staff.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Contract TOE 02-17(HW) was awarded through the procurement process on May 27, 2002. A favourable tender for road resurfacing on King Street West from Bay Street to Queen Street resulted in a surplus of $125,000. These funds are available to be transferred to the annual semi curb replacement program (4030211223).

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Roads maintenance staff were consulted and it was ascertained that the outstanding list of requests greatly exceeds the available funding resources for this program.

CITY STRATEGIC COMMITMENT:

This program fits in with the City's strategic commitment to provide a more liveable City.

AFFECTS WARD 11

CITY OF HAMILTON

15.3

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Roads & Traffic

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng. General Manager
Date:	August 26, 2002	**Prepared by:**	Chris van Berkel Extension 5663

SUBJECT: **Corner Clearances at Highway 56 and Binbrook Road (TOE02169) - (Ward 11)**

RECOMMENDATION:

(a) That a "No Stopping" regulation be implemented on the east side of Hwy 56 commencing 111m north of Binbrook Road and extending to a point 85m south of Binbrook Road, and;

(b) That a "No Stopping" regulation be implemented on the west side of Hwy 56 commencing 134m north of Binbrook Road and extending to a point 112m south of Binbrook Road, and;

(c) That an appropriate by-law to amend the City of Hamilton Traffic By-law 01-215 be passed and enacted.

Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

EXECUTIVE SUMMARY:

Councillor Dave Mitchell recently advised of concerns from an area resident that vehicles are frequently parking in the northbound Right Turn Lane in front of the CIBC Bank at Hwy 56 and Binbrook Road.

Upon investigating this matter it was noted that both approaches to this intersection on Hwy 56 were signed with "No Parking" regulations rather than the required "No Stopping" regulations. Loading and unloading activity is permitted in "No Parking" areas. The bank is situated on the southeast corner and a general store and Fire Hall are located on the north west corner. There is a southbound Right Turn Lane in front of the Fire Hall as well. The City Traffic By-law 01-215 contains a general provision which prohibits stopping within distances of up to 76m from a traffic signal, provided suitable signs are erected and maintained. Due to the length of these Right Turn Lanes and the location of driveway approaches, it is necessary to implement "No Stopping" regulation beyond this 76m maximum distance.

There is only one lane of traffic (S/B), south of Binbrook Road, which is currently signed with a "No Parking" regulation rather than a "No Stopping" regulation. There will be no loss of on-street parking as a result of these changes to "No Stopping" since these areas are already signed with "No Parking" regulations.

BACKGROUND:

The information/recommendations contained within this report primarily affects Ward 11.

Councillor Dave Mitchell advised staff of concerns from an area resident that vehicles are often parking in the designated "Right Turn Lane" in front of the CIBC Bank, located on the east side of Hwy 56, south of Binbrook Road.

During the site investigation, it was noted that both approaches to this intersection on Hwy 56 were not signed appropriately. The approaches were signed with "No Parking" regulations rather than the required "No Stopping" regulations.

Designated Right Turn Lanes are constructed for both approaches on Hwy 56 at Binbrook Road. It is not appropriate to allow loading/unloading to take place in these designated traffic lanes and therefore, staff are recommending that the subject "No Parking" regulations be replaced with "No Stopping" regulations.

ANALYSIS OF ALTERNATIVES:

One alternative to this matter would be to take no action. However, since the subject signs which are presently in place, are not appropriate for signalized intersections, staff recommend they be changed from "No Parking", to "No Stopping".

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Sufficient funds are available in regular accounts to cover the cost of manufacturing, erecting and maintaining the required signs.

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

N/A

CITY STRATEGIC COMMITMENT:

The implementation of the subject signal clearances will reduce the potential for collisions and provide for a safer community.

Attached: By-law & Key Map

Authority: Item , Name of Committee
Report
CM: Date

Bill No.

CITY OF HAMILTON

BY-LAW NO. 02-

To Amend By-law No. 01-218, as amended, Being a By-law To Regulate On-Street Parking

WHEREAS Section 210(123) of the Municipal Act, R.S.O. 1990, Chapter M.45, as amended, confers upon the councils of all municipalities the power to enact by-laws for regulating traffic on highways subject to the Highway Traffic Act;

AND WHEREAS Section 314(7) of the Municipal Act confers upon councils of all municipalities the power to enact by-laws to provide for placing, regulating and maintaining upon the public highways traffic signs for the purpose of guiding and directing traffic;

AND WHEREAS on the 18th day of September, 2001, the Council of the City of Hamilton enacted By-law No. 01-218 to regulate on-street parking;

AND WHEREAS it is necessary to amend By-law No. 01-218, as amended;

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

1. Schedule 13 (No Stopping Zones) of By-law No. 01-218, as amended, is hereby further amended by adding to Section "G" thereof the following items, namely:

“Hwy 56	West	Binbrook to 111m northerly	Anytime
Hwy 56	West	Binbrook to 85m southerly	Anytime
Hwy 56	East	Binbrook to 134m northerly	Anytime
Hwy 56	East	Binbrook to 112m southerly	Anytime”

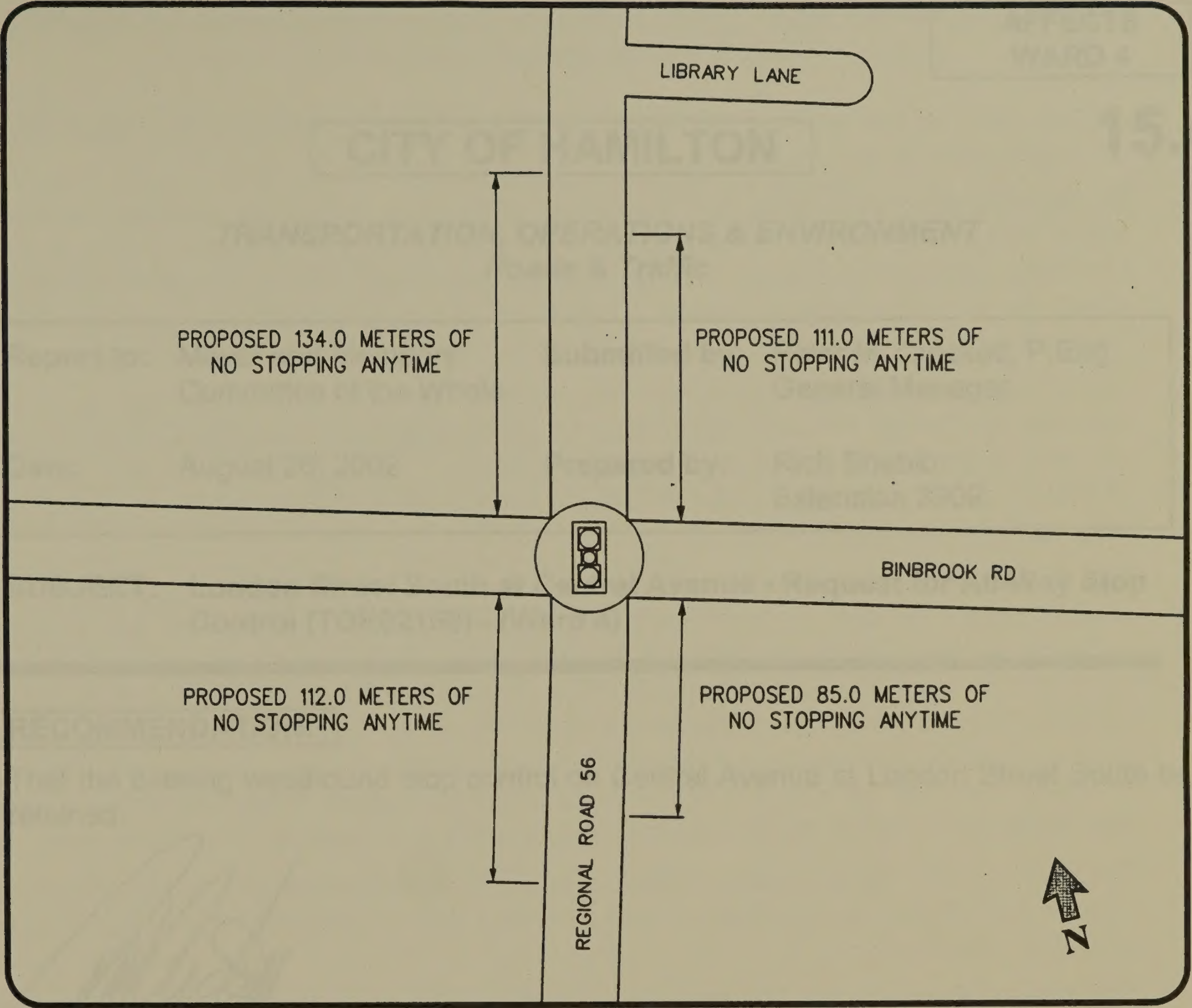
2. Subject to the amendments made in this By-law, in all other respects, By-law No. 01-218, including all Schedules thereto, as amended, is hereby confirmed unchanged.

3. This By-law shall come into force and take effect on the date of its passing and enactment.

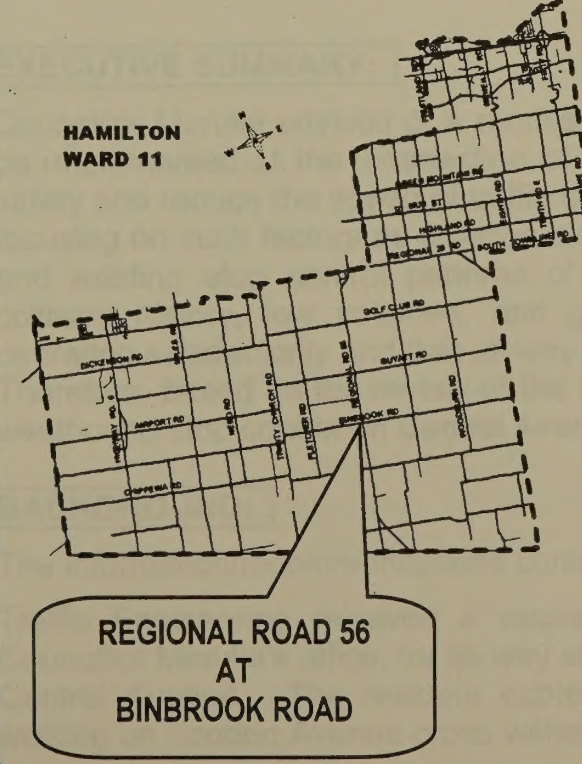
PASSED and ENACTED this day of , 2002

MAYOR

CLERK


LIBRARY LANE
PROPOSED 134.0 METERS OF NO STOPPING ANYTIME
PROPOSED 111.0 METERS OF NO STOPPING ANYTIME
BINBROOK RD
PROPOSED 112.0 METERS OF NO STOPPING ANYTIME
PROPOSED 85.0 METERS OF NO STOPPING ANYTIME
REGIONAL ROAD 56
N

KEY MAP


HAMILTON
WARD 11
GOLF CLUB RD
DICKENSON RD
GUYATT RD
AIRPORT RD
BINBROOK RD
CHIPPEWA RD
HIGHWAY NO. 6
TRINITY CHURCH RD
FLETCHER RD
REGIONAL RD 56
WOODBURN RD
HIGHLAND RD
REGIONAL 20 RD
REGIONAL ROAD 56
AT
BINBROOK ROAD

LOCATION PLAN

PROPOSED:
NO STOPPING AREAS
REGIONAL ROAD 56
NORTH & SOUTH OF BINBROOK ROAD
CITY OF HAMILTON
TRANSPORTATION OPERATIONS & ENVIRONMENT

LEGEND

🚦 **TRAFFIC SIGNAL INSTALLATION**

SCALE	DATE
NOT TO SCALE	**2002-08-26**

REFERENCE FILE NO: **TOE02169**

AFFECTS WARD 4

15.4

CITY OF HAMILTON

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Roads & Traffic

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng. General Manager
Date:	August 26, 2002	**Prepared by:**	Rich Shebib Extension 3909

SUBJECT: London Street South at Central Avenue - Request for All-Way Stop Control (TOE02168) - (Ward 4)

RECOMMENDATION:

That the existing westbound stop control on Central Avenue at London Street South be retained.

Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

EXECUTIVE SUMMARY:

Councillor Merulla advised of a request from an area resident that all-way stop control be implemented at the intersection of London Street and Central Avenue to improve safety and reduce the speed of traffic on London Street. The intersection was reviewed focusing on such factors as collision history, visibility at the intersection, traffic volumes and existing stop control patterns of the surrounding intersections. The excellent collision history, low volumes, and great visibility indicate that the intersection is operating satisfactorily and that all-way stop control is not warranted at this intersection. Therefore, based on the review of the intersection, it is recommended that the existing westbound stop control on Central Avenue be retained.

BACKGROUND:

The information/recommendations contained within this report primarily affects Ward 4.

Traffic Engineering received a request from an area resident, forwarded through Councillor Merulla's office, for all-way stop control at the intersection of London Street at Central Avenue. The resident expressed concern that elementary school children walking on London Avenue cross without the protection of stop control. The request for all-way stop control was suggested as a means to assist pedestrians, and to reduce operating speeds on London Street.

Westbound traffic on Central Avenue is required to stop for northbound and southbound traffic on London Street. The stop sign posted on Central Avenue is clearly visible. Motorists stopped on Central Avenue are able to view traffic approaching on London Street for an acceptable distance. There are presently stops 180m to the north at Maple Avenue, 100m to the south at King Street, and 85m to the east at Edgemont.

Traffic counts conducted during the morning and afternoon peaks revealed low vehicle volumes on Central Avenue and London Street. Pedestrian volumes are moderate with no delay experienced in crossing the intersection. A speed study was also conducted which revealed 85% of the vehicles are travelling at 46km/hr or less. The highest speed recorded was 50km/hr.

The focal point of the all-way stop request is the citizen's concern regarding the safety of elementary school children crossing London Street. However, as our study has determined, the volume of traffic on London Street is minimal, approaching cars are visible, and vehicle speeds are low. This intersection is similar in nature to most residential intersections throughout the City. It is not feasible to install all-way stop control at every intersection on a school walking route. From a safety perspective, for intersections such as this, it is not unreasonable to suggest that parents or caregivers take appropriate measures to ensure that their children's journey to school is safe.

There have been no reportable collisions at the intersection within the last three years. This is an excellent collision record and indicates that the existing intersection control is operating effectively.

Therefore based on the above-average collision history, minimal vehicle/pedestrian delay, speed study results, and on-site observations, it is recommended that the existing westbound stop control on Central Avenue at London Street be retained.

ANALYSIS OF ALTERNATIVES:

All-way stop control is intended to assist in allocating right-of-way to drivers and pedestrians, or to reduce the collision potential at intersections exhibiting a high frequency of angle type collisions. The installation of unwarranted stop control increases driver disrespect of stop signs, and ultimately will increase the potential for collisions at all stop-controlled intersection in the City. Unwarranted all-way stop control locations will also increase the demand on the Hamilton Police Services for enforcement of "fail to stop" infractions.

The following options are available to the resident to address the concern of the speed of traffic on London Street:

- Participate in the Neighbourhood Speed Watch Program
- Report aggressive drivers to the Hamilton Police Services Road Rage Hotline
- Request enforcement from the Hamilton Police Services

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

POLICIES AFFECTING PROPOSAL:

All-way stop control at the subject intersection is not supported by the City Council approved policy entitled the “Installation Policy for All-way Stop Control at Intersections”.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

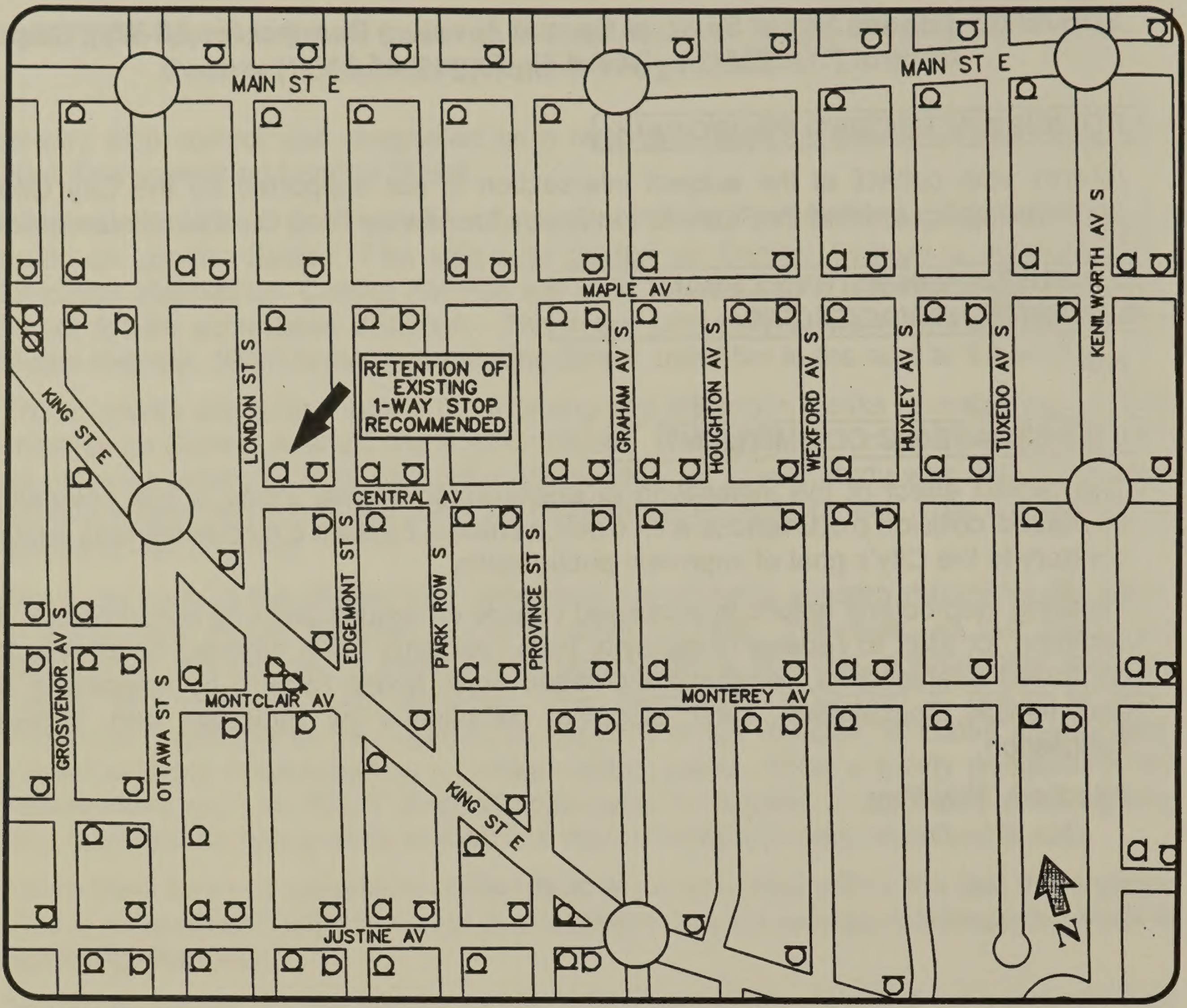
N/A

CITY STRATEGIC COMMITMENT:

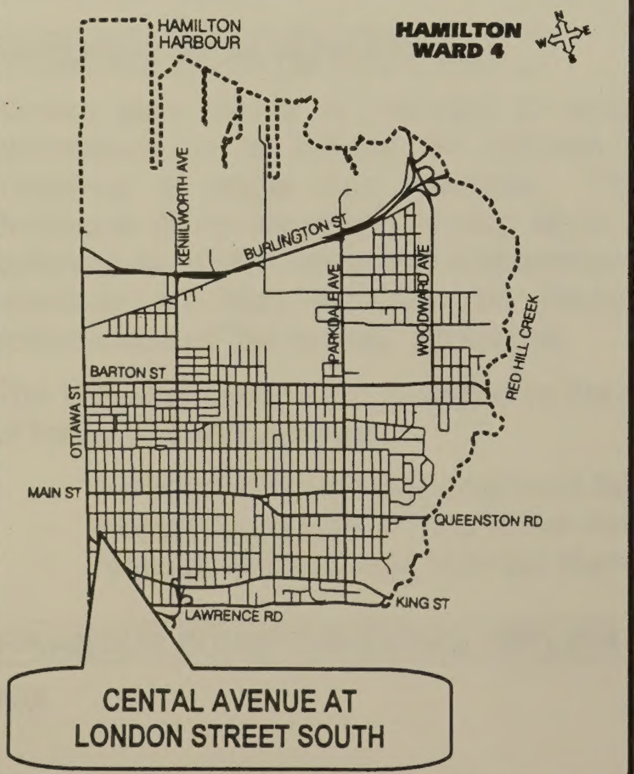
The overall effect of the installation of unwarranted all-way stops is the potential for increased collision occurrences with other vehicles, cyclists and pedestrians which is contrary to the City's goal of improved public safety.

Installing stop control results in increased vehicle emissions and fuel consumption. It is common for staff to receive complaints from residents living adjacent to all-way stop controlled intersections, regarding increased noise levels caused by screeching tires and vehicle acceleration, poor stopping compliance by motorists and increased congestion.

Attached: Key Map


MAIN ST E
MAIN ST E
MAPLE AV
KENILWORTH AV S
KING ST E
LONDON ST S
RETENTION OF EXISTING 1-WAY STOP RECOMMENDED
GRAHAM AV S
HOUGHTON AV S
WEXFORD AV S
HUXLEY AV S
TUXEDO AV S
CENTRAL AV
EDGEMONT ST S
PARK ROW S
PROVINCE ST S
GROSVENOR AV S
OTTAWA ST S
MONTCLAIR AV
MONTEREY AV
KING ST E
JUSTINE AV
N

KEY MAP


HAMILTON HARBOUR
HAMILTON WARD 4
N
E
W
KENILWORTH AVE
BURLINGTON ST
PARKDALE AVE
WOODWARD AVE
RED HILL CREEK
BARTON ST
OTTAWA ST
MAIN ST
QUEENSTON RD
KING ST
LAWRENCE RD
CENTAL AVENUE AT LONDON STREET SOUTH

LOCATION PLAN

ALL-WAY STOP CONTROL REQUEST:
CENTRAL AVENUE AT
LONDON STREET SOUTH
CITY OF HAMILTON
TRANSPORTATION, OPERATIONS & ENVIRONMENT

LEGEND

➡ SUBJECT INTERSECTION

RECOMMENDED	EXISTING
● TRAFFIC SIGNAL	○ TRAFFIC SIGNAL
STOP SIGN	STOP SIGN
▼ YIELD SIGN	▽ YIELD SIGN

SCALE
NOT TO SCALE

DATE
2002-08-26

REFERENCE FILE NO: **TOE02168**

AFFECTS
WARDS 1, 8, 9, 10 & 12

CITY OF HAMILTON

15.5

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Roads & Traffic

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng. General Manager
Date:	August 26, 2002	**Prepared by:**	S. Russell Extension 5660

SUBJECT: **Speed Limit Requests - School Areas (TOE02166) - (Wards 1, 8, 9, 10, and 12)**

RECOMMENDATION:

(a) That the speed limit on Dow Avenue from Main Street West to the southerly end be set at 40 km/h; and

(b) That the speed limit on Cline Avenue South from Main Street West to the southerly end be set at 40 km/h; and

(c) That the speed limit on Bendamere Avenue from Columbia Drive to 57 m east of Briarwood Crescent (east leg) be set at 40 km/h; and

(d) That the speed limit on Columbia Drive from the Laurier Avenue to 125 m east of Marcus Avenue be set at 40 km/h; and

(e) That the speed limit on Laurier Avenue from Columbia Drive to South Bend Road (westerly end) be set at 40 km/h; and

(f) That the speed limit on Cranbrook Drive from Glenvale Drive to Gretna Court be set at 40 km/h; and

(g) That the speed limit on Gemini Drive from Cranbrook Drive to Gillard Street be set at 40 km/h; and

(h) That the speed limit on Randall Avenue from Centennial Parkway to the easterly end be set at 40 km/h; and

(i) That the speed limit on Highbury Drive from Gatestone Drive to 150 m east of Whitedeer Road be set at 40 km/h; and

(j) That the speed limit on Whitedeer Road from Rymal Road East to Highbury Drive be set at 40 km/h; and

(k) That the speed limit on Miller Drive from the westerly intersection of Garden Avenue and Miller Drive to Anson Drive be set at 40 km/h; and

(l) That the speed limit on Glenashton Drive from Dewitt Road to the west property line of 98 Glenashton Drive be set at 40 km/h; and

(m) That the attached by-law to amend the City of Hamilton Traffic By-law 01-215 be passed and enacted.

Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

EXECUTIVE SUMMARY:

City Council approved a policy for "Setting Speed Limits on City of Hamilton Roadways" which included provisions for setting speed limits on roads within School Areas. School Areas are roadways that have contiguous school property. Staff has received several requests from school representatives and concerned residents to lower the speed limit on the roads within the area of certain schools.

The decision to lower speed limits adjacent to certain schools is based on factors such as the presence or absence of sidewalks, the volume and speed of vehicular traffic on the road adjacent to the school, the number of students who walk to school, the presence of fencing at the school property and the difficulty of school buses and passenger cars to access the school property.

The roadways are further defined by the classifications of rural, urban arterial and urban non-arterial. The requests for School Areas on Rural Roads will be the subject of a separate report as this matter is pending a decision from the Ministry of Transportation to modify the Highway Traffic Act. The recommendations contained in this report are specific to urban non-arterial roadways.

BACKGROUND:

- Principal Frank Samuels, Hamilton Hebrew Academy, 60 Dow Avenue, has requested that the speed limit on the road adjacent to the school be lowered. The school is adjacent to Dow and Cline. Both roads have a speed limit set at 50 km/h.
- Vice-Principal Marielle Arnold, Ecole Monseigneur-De Laval, 135 Bendamere Avenue, has requested that the speed limit in the area of the school be lowered. The school is adjacent to Bendamere and Columbia. Both roads have a set speed limit of 50 km/h.
- Councillor D'Amico forwarded a request from an area resident, that the speed limit on Gemini and Cranbrook, in the area of neighbouring schools, be lowered. St. Catherine of Siene Separate School and R.A. Riddell Public School are adjacent to Cranbrook and Gemini. Both roads have a set speed limit of 50 km/h.
- An area resident has requested that the speed limit on Randall be lowered. Green Acres Elementary School, 45 Randall Avenue is adjacent to the easterly end of Randall. Randall is a dead-end street with a set speed limit of 50 km/h.
- Laura Kircos, Manager of Transportation, Hamilton-Wentworth Catholic District School Board, has requested that the speed limit in the area of St. Marks Catholic

Elementary School, 43 Whitedeer Road, be lowered. The school is adjacent to Whitedeer and Highbury. Both roads have a set speed limit of 50 km/h.

- Councillor Murray Ferguson forwarded a request from an area resident, that the speed limit on Miller be lowered. Maple Lane School, 20 Miller Drive, is adjacent to Miller. Miller has a set speed limit of 50 km/h.
- Councillor Larry Di Ianni forwarded a request from area residents that the speed limit on Glenashton be lowered in the area of the school. St. Clare Assisi School, 185 Glenashton Drive, is adjacent to Glenashton. Glenashton has a set speed limit of 50 km/h.

ANALYSIS OF ALTERNATIVES:

One alternative would be to do nothing. However, speeds on local streets are typically low, and there is no undue hardship imposed by a full-time 40 km/h speed limit. The 40 km/h speed limit highlights the presence of the school, and the school age children, and therefore increases their safety.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Sufficient funds are available in regular current accounts to cover the cost of manufacturing, erecting and maintaining the required signs.

POLICIES AFFECTING PROPOSAL:

The subject recommendations are in keeping with the approved policy for "Setting Speed Limits on City of Hamilton Roadways"

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

N/A

CITY STRATEGIC COMMITMENT:

The full-time 40 km/h speed limit highlights the presence of the school, and the school children, and therefore increases their safety.

Attached: Key Map & By-law

Authority: Item , Name of Committee
Report
CM: Date

Bill No.

CITY OF HAMILTON

BY-LAW NO. ________

To Amend By-law No. 01-215
Being a By-law to Regulate Traffic

WHEREAS Section 210(123) of the Municipal Act, R.S.O. 1990, Chapter M.45, as amended, confers upon the councils of all municipalities the power to enact by-laws for regulating traffic on highways subject to the Highway Traffic Act;

AND WHEREAS Section 314(7) of the Municipal Act confers upon councils of all municipalities the power to enact by-laws to provide for placing, regulating and maintaining upon the public highways traffic signs for the purpose of guiding and directing traffic;

AND WHEREAS on the 18th day of September, 2001, the Council of the City of Hamilton enacted By-law No. 01-215 to regulate traffic;

AND WHEREAS it is necessary to amend By-law No. 01-215;

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

1. Schedule 2 (Speed Limits) of By-law No. 01-215, as amended, is hereby further amended by adding to Section "A" thereof the following item, namely:

"Miller Dr.	Garden Ave. (west intersection)	Anson Dr.	40"

and by adding to Section "E" thereof the following items, namely:

"Dow Ave.	Main St. W.	southerly limit	40
Cline Ave. S.	Main St. W.	southerly limit	40
Bendamere Ave.	Columbia Dr.	57m east of Briarwood Cres. (east leg)	40
Columbia Dr.	Laurier Ave.	125m east of Marcus Ave.	40
Laurier Ave.	Columbia Dr.	South Bend Rd. (westerly end)	40

Cranbrooke Dr.	Glenvale Dr.	Gretna Crt.	40
Gemini Dr.	Cranbrooke Dr.	Gillard St.	40"

and by adding to Section "F" thereof the following items, namely:

"Randall Ave.	Centennial Prkwy.	easterly limit	40
Highbury Dr.	Gatestone Dr.	150m east of Whitedeer Rd.	40
Whitedeer Rd.	Rymal Rd. E.	Highbury Dr.	40
Glenashton Dr.	Dewitt Rd.	west property line of Glenashton Dr.	40"

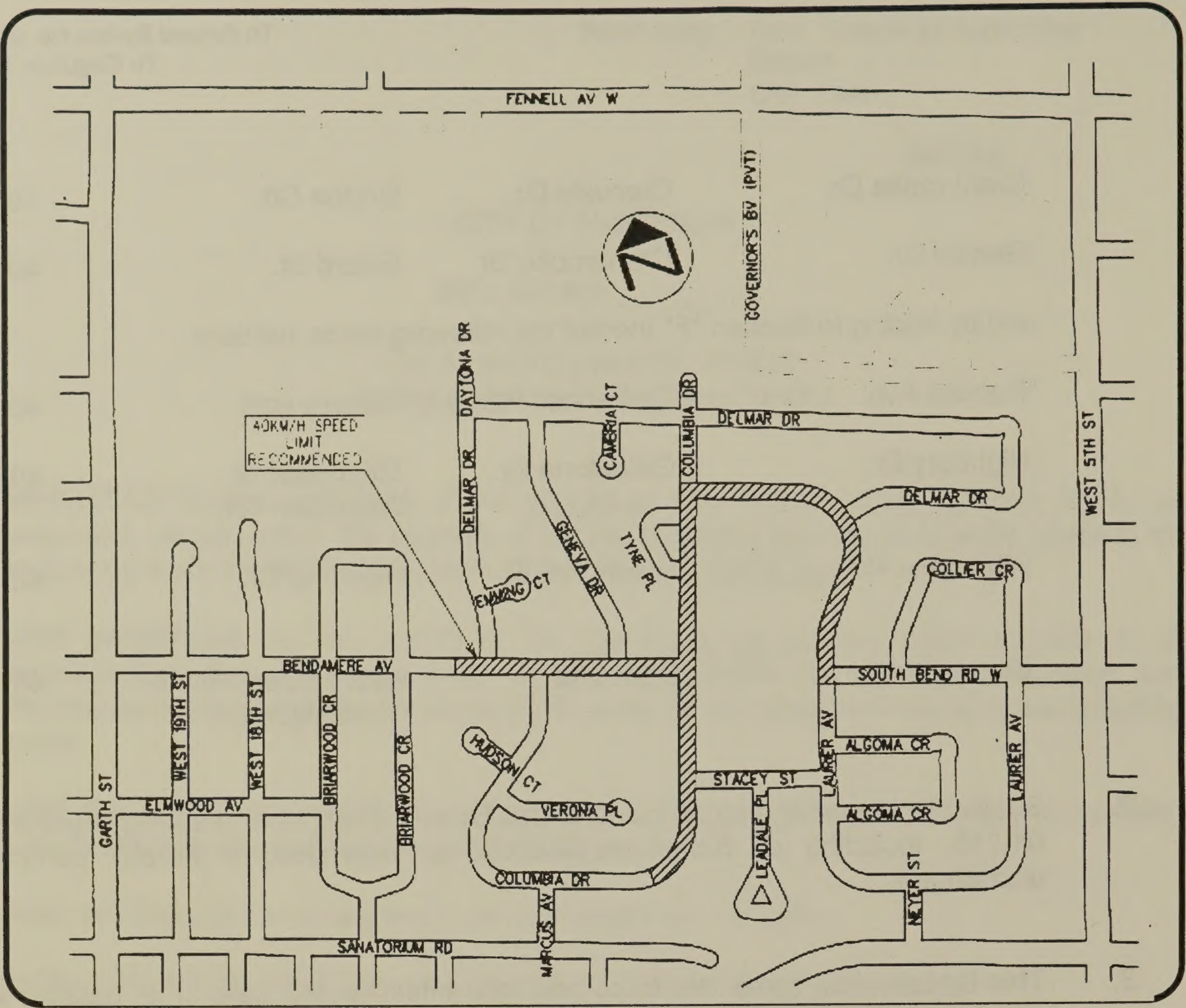
2. Subject to the amendments made in this By-law, in all other respects, By-law No. 01-215, including all Schedules thereto, as amended, is hereby confirmed unchanged.

3. This By-law shall come into force and take effect on the date of its passing and enactment.

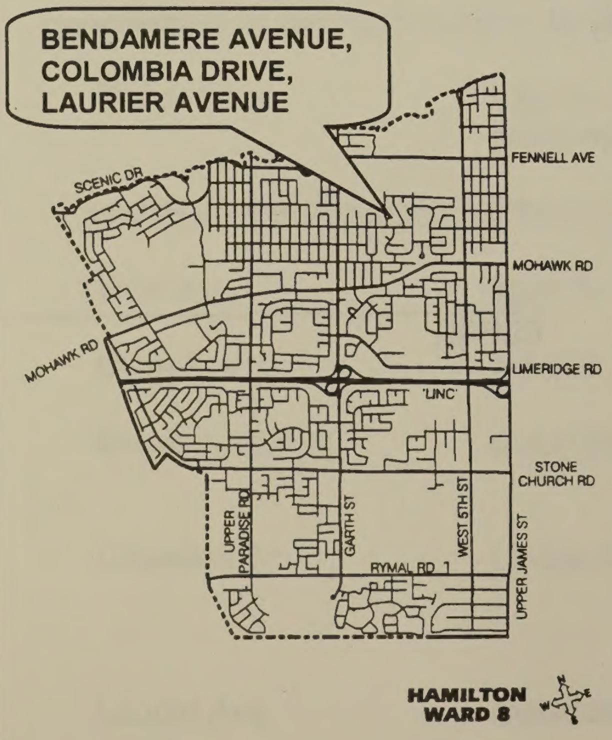
PASSED and ENACTED this day of , 2002

MAYOR

CLERK


FENNELL AV W
GOVERNOR'S BV (PVT)
DAYTONA DR
DELMAR DR
CAMBRIA CT
COLUMBIA DR
DELMAR DR
DELMAR DR
WEST 5TH ST
40KM/H SPEED LIMIT RECOMMENDED
GENEVA DR
TYNE PL
FLEMING CT
COLLIER CR
BENDAMERE AV
SOUTH BEND RD W
WEST 19TH ST
WEST 18TH ST
BRIARWOOD CR
BRIARWOOD CR
HUDSON CT
VERONA PL
STACEY ST
LAURIER AV
ALGOMA CR
ALGOMA CR
LAURIER AV
GARTH ST
ELMWOOD AV
LEADALE PL
COLUMBIA DR
MEYER ST
MARCUS AV
SANATORIUM RD

KEY MAP


BENDAMERE AVENUE,
COLOMBIA DRIVE,
LAURIER AVENUE

SCENIC DR
FENNELL AVE
MOHAWK RD
MOHAWK RD
LIMERIDGE RD
'LINC'
STONE CHURCH RD
UPPER PARADISE RD
GARTH ST
WEST 5TH ST
RYMAL RD
UPPER JAMES ST
HAMILTON WARD 8
N
W
E

LOCATION PLAN

PROPOSED SPEED LIMIT CHANGE

ON BENDAMERE AVENUE AND ON LAURIER AVENUE

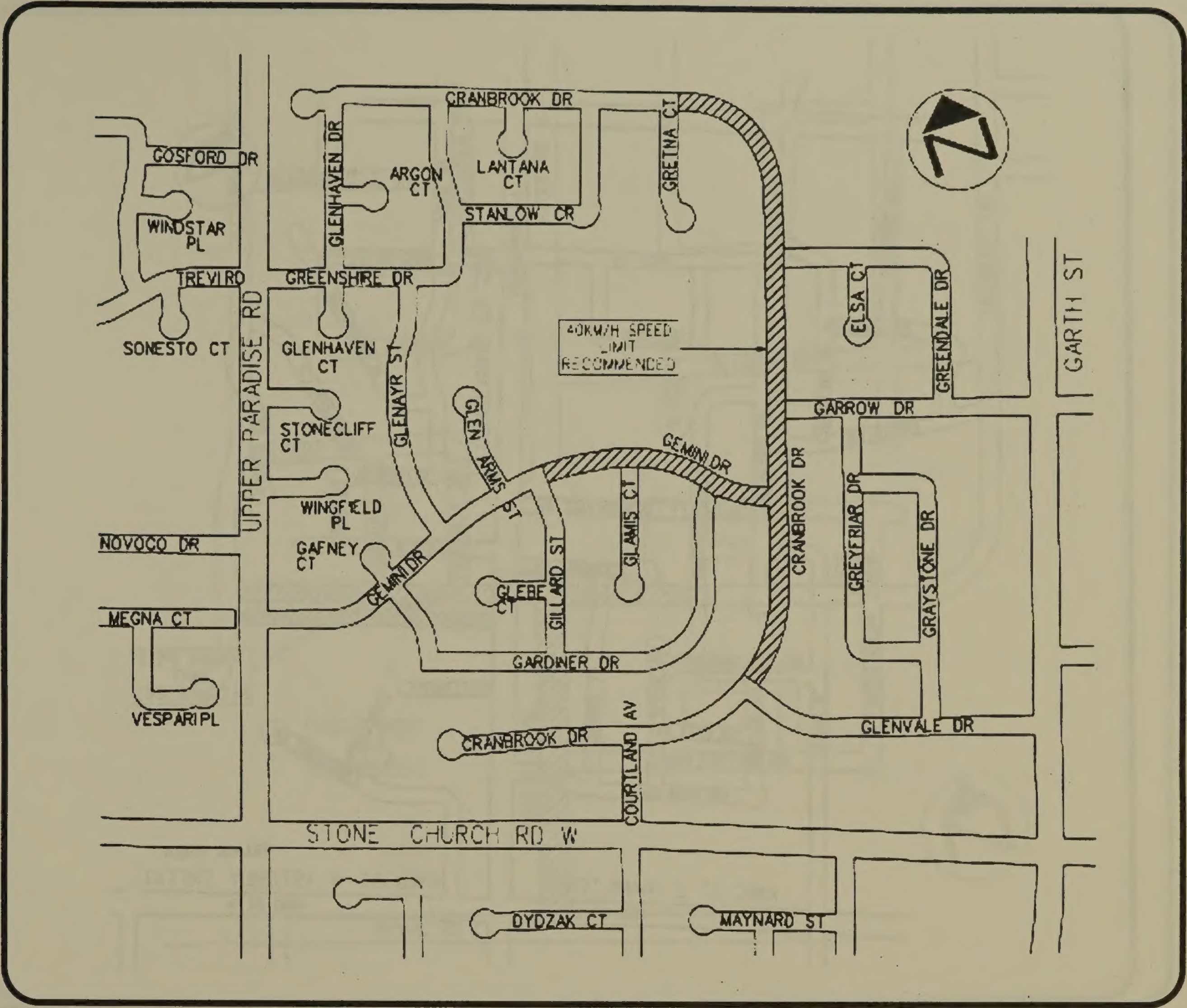
CITY OF HAMILTON
TRANSPORTATION, OPERATIONS & ENVIRONMENT

LEGEND

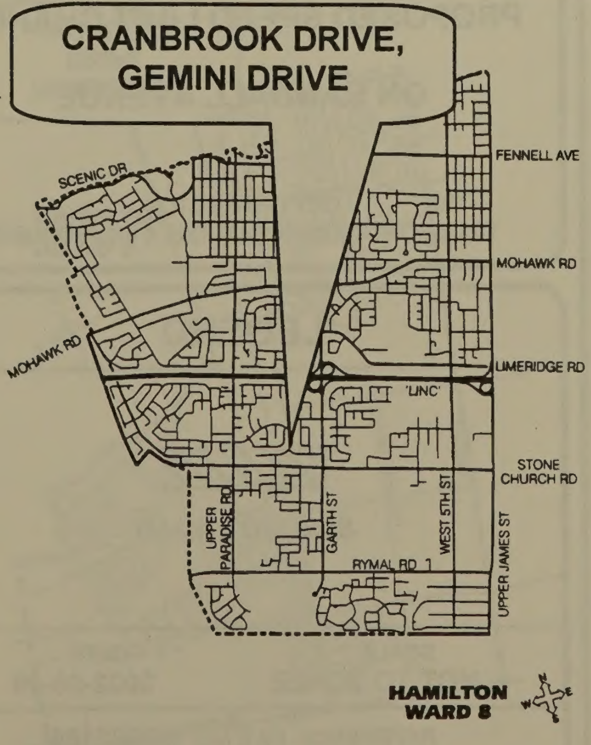
▨ **SUBJECT ROAD**

SCALE	DATE
NOT TO SCALE	**2002-08-26**

REFERENCE FILE NO: **TOE02166**


CRANBROOK DR
GOSFORD DR
GLENHAVEN DR
ARGON CT
LANTANA CT
GRETNA CT
WINDSTAR PL
STANLOW CR
TREVIRO
GREENSHIRE DR
SONESTO CT
GLENHAVEN CT
GLENAYR ST
UPPER PARADISE RD
40KM/H SPEED LIMIT RECOMMENDED
ELSA CT
GREENDALE DR
GARTH ST
GARROW DR
STONECLIFF CT
GLEN ARMS ST
GEMINI DR
WINGFIELD PL
GLAMIS CT
CRANBROOK DR
GREYFRIAR DR
GRAYSTONE DR
NOVOCO DR
GAFNEY CT
GEMINI DR
GLEBE CT
GILLARD ST
MEGNA CT
GARDINER DR
VESPARI PL
GLENVALE DR
CRANBROOK DR
COURTLAND AV
STONE CHURCH RD W
DYDZAK CT
MAYNARD ST

KEY MAP


CRANBROOK DRIVE, GEMINI DRIVE
SCENIC DR
FENNELL AVE
MOHAWK RD
MOHAWK RD
LIMERIDGE RD
'LINC'
STONE CHURCH RD
UPPER PARADISE RD
GARTH ST
WEST 5TH ST
UPPER JAMES ST
RYMAL RD
HAMILTON WARD 8
N
W
E

LOCATION PLAN

PROPOSED SPEED LIMIT CHANGE

ON CRANBROOK DRIVE AND ON GEMINI DRIVE

CITY OF HAMILTON
TRANSPORTATION, OPERATIONS & ENVIRONMENT

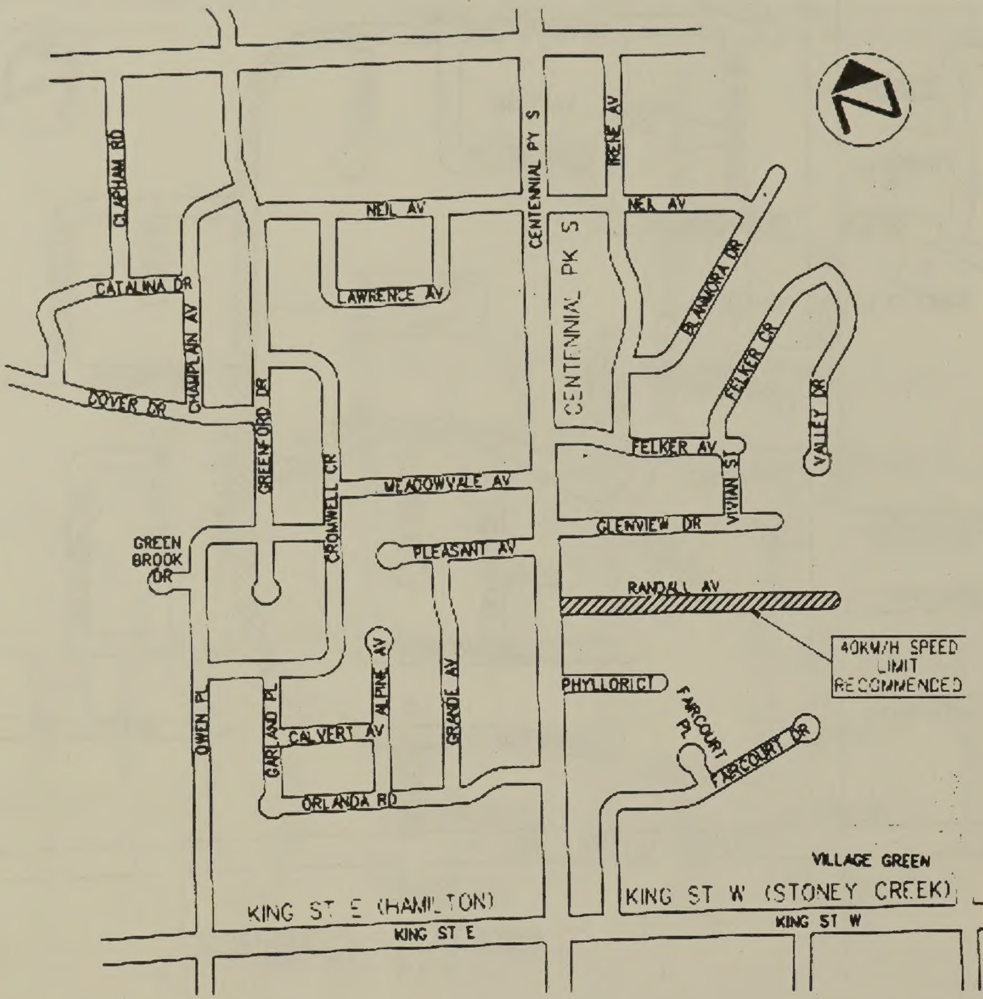
LEGEND

▨

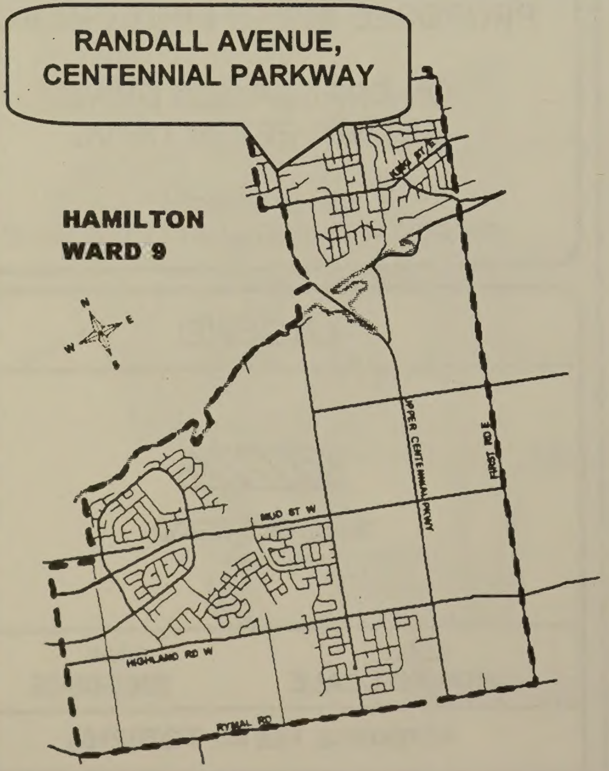
SUBJECT ROAD

SCALE	DATE
NOT TO SCALE	**2002-08-26**

REFERENCE FILE NO: **TOE02166**


N
CLAPHAM RD
NEIL AV
LAWRENCE AV
CATALINA DR
CHAMPLAIN AV
DOVER DR
GREENFORD DR
CROMWELL CR
MEADOWVALE AV
GREEN BROOK DR
PLEASANT AV
ALPINE AV
GRANDE AV
CALVERT AV
GARLAND PL
ORLANDA RD
OWEN PL
CENTENNIAL PY S
CENTENNIAL PK S
IRENE AV
NEIL AV
BLANKORA DR
FELKER CR
VALLEY DR
FELKER AV
VIVIAN ST
GLENVIEW DR
RANDALL AV
40KM/H SPEED LIMIT RECOMMENDED
PHYLLOR CT
FAIRCOURT PL
FAIRCOURT DR
VILLAGE GREEN
KING ST E (HAMILTON)
KING ST E
KING ST W (STONEY CREEK)
KING ST W

KEY MAP


RANDALL AVENUE, CENTENNIAL PARKWAY
HAMILTON WARD 9
N
E
S
W
KING ST W
MUD ST W
UPPER CENTENNIAL PKWY
FIRST RD E
HIGHLAND RD W
RYMAL RD

LOCATION PLAN

PROPOSED SPEED LIMIT CHANGE

ON RANDALL AVENUE

CITY OF HAMILTON
TRANSPORTATION, OPERATIONS & ENVIRONMENT

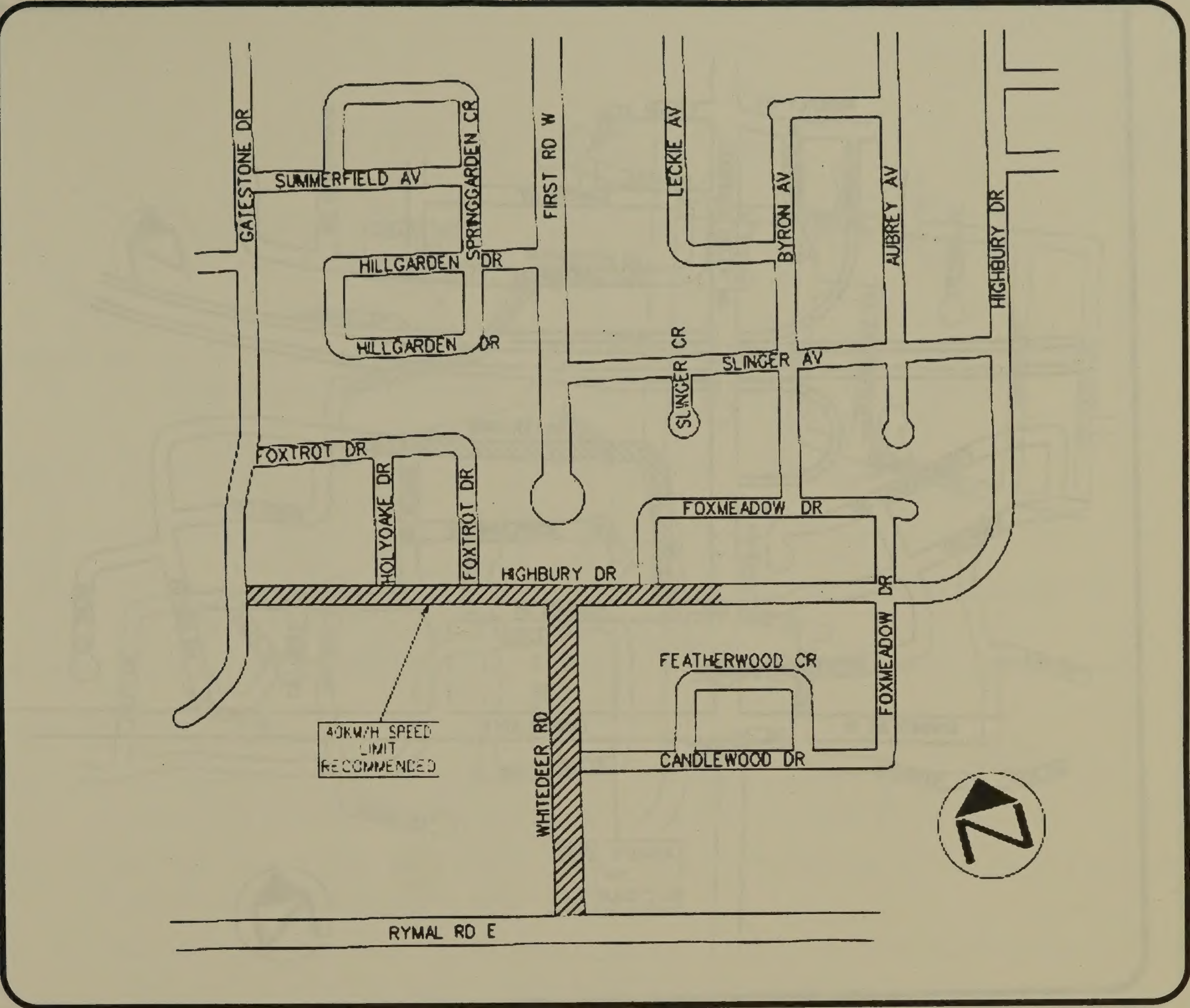
LEGEND

▨

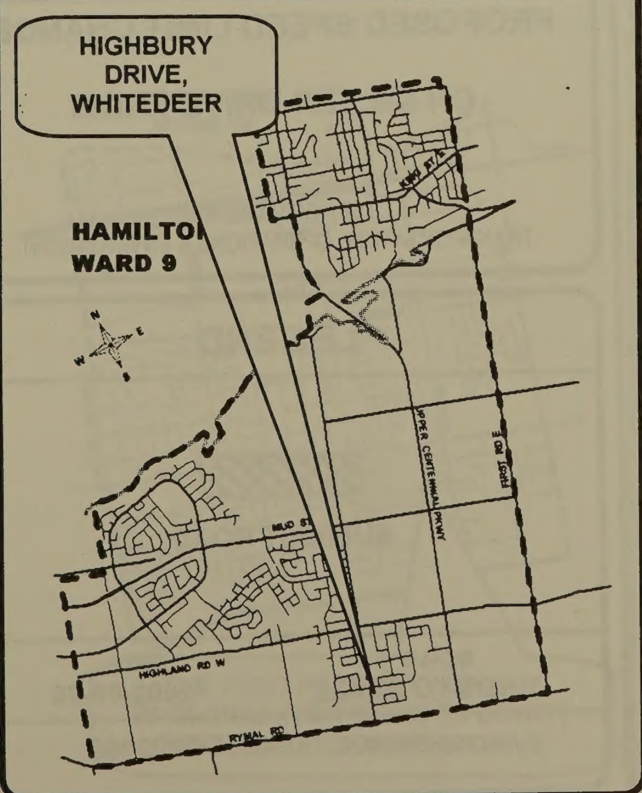
SUBJECT ROAD

SCALE	DATE
NOT TO SCALE	**2002-08-26**

REFERENCE FILE NO: **TOE02166**


GATESTONE DR
SUMMERFIELD AV
SPRINGGARDEN CR
FIRST RD W
LECKIE AV
BYRON AV
AUBREY AV
HIGHBURY DR
HILLGARDEN DR
HILLGARDEN DR
SLINGER CR
SLINGER AV
FOXTROT DR
HOLYOAKE DR
FOXTROT DR
FOXMEADOW DR
HIGHBURY DR
FEATHERWOOD CR
FOXMEADOW DR
40KM/H SPEED LIMIT RECOMMENDED
WHITEDEER RD
CANDLEWOOD DR
RYMAL RD E
N

KEY MAP


HIGHBURY DRIVE, WHITEDEER
HAMILTO
WARD 9
N
E
W
S
MUD ST
UPPER CENTENNIAL PKWY
FIRST RD E
HIGHLAND RD W
RYMAL RD

LOCATION PLAN

PROPOSED SPEED LIMIT CHANGE

ON HIGHBURY DRIVE

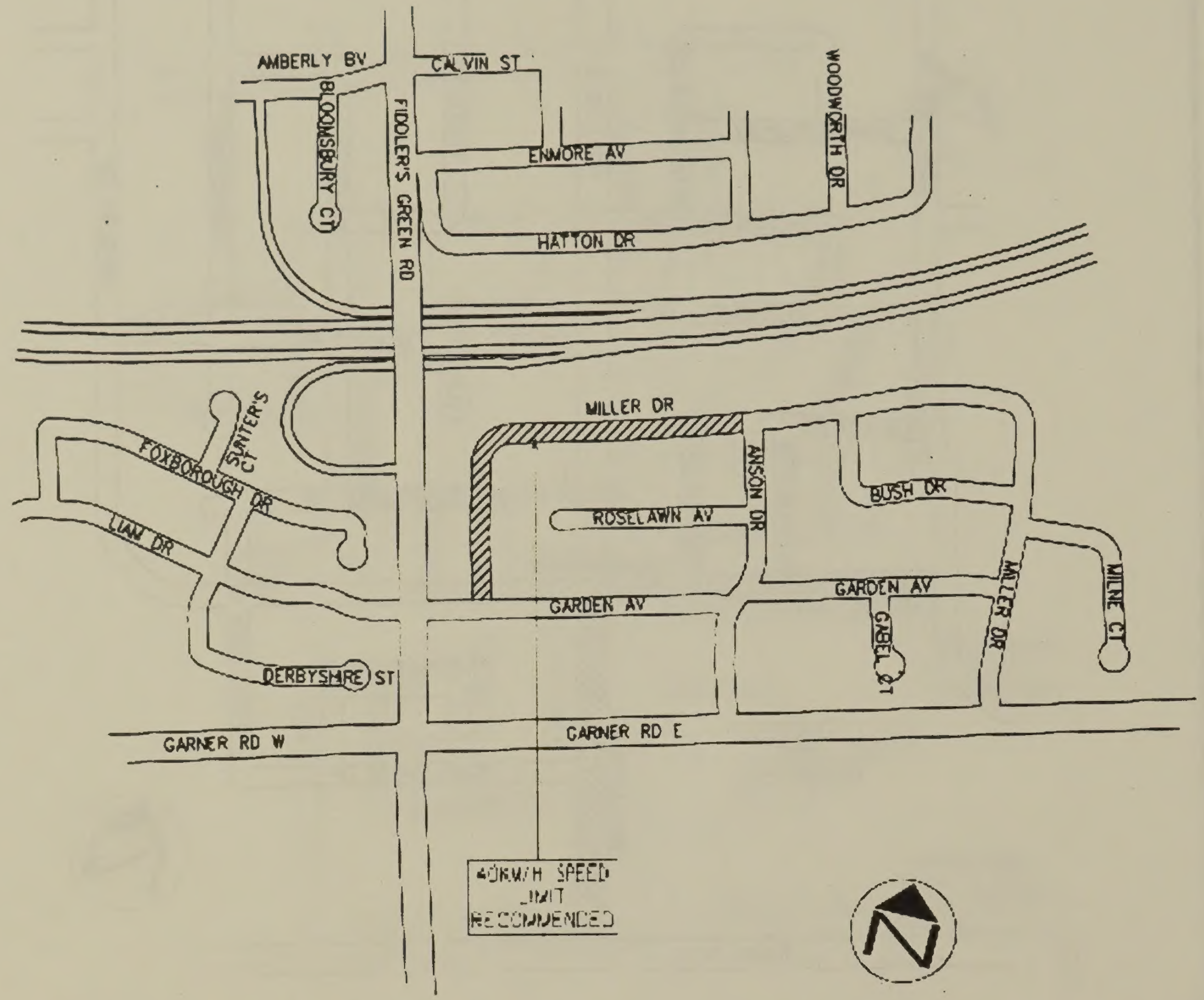
CITY OF HAMILTON
TRANSPORTATION, OPERATIONS & ENVIRONMENT

LEGEND

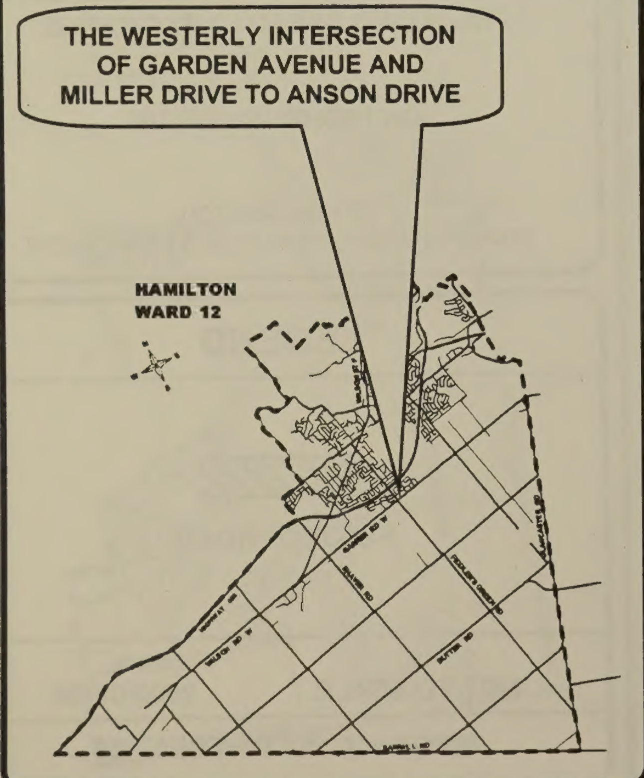
▨ **SUBJECT ROAD**

SCALE	DATE
NOT TO SCALE	**2002-08-26**

REFERENCE FILE NO: **TOE02166**


AMBERLY BV
CALVIN ST
BLOOMSBURY CT
FIDDLER'S GREEN RD
WOODWORTH DR
ENMORE AV
HATTON DR
MILLER DR
SUNTER'S CT
FOXBOROUGH DR
LIAN DR
ANSON DR
ROSELAWN AV
BUSH DR
MILNE CT
GARDEN AV
GARDEN AV
MILLER DR
GABEL CT
DERBYSHIRE ST
GARNER RD W
GARNER RD E
40KM/H SPEED LIMIT RECOMMENDED
N

KEY MAP


THE WESTERLY INTERSECTION OF GARDEN AVENUE AND MILLER DRIVE TO ANSON DRIVE
HAMILTON
WARD 12

LOCATION PLAN

PROPOSED SPEED LIMIT CHANGE

ON MILLER DRIVE FROM

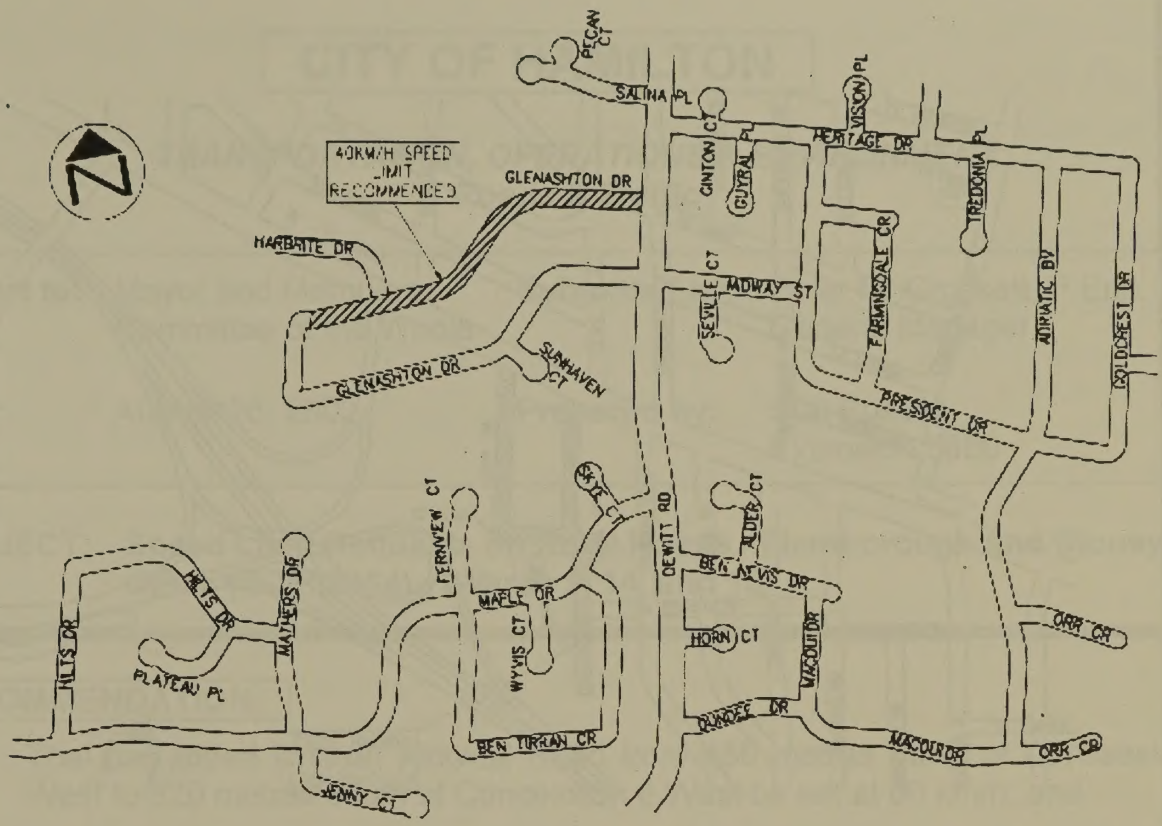
CITY OF HAMILTON
TRANSPORTATION, OPERATIONS & ENVIRONMENT

LEGEND

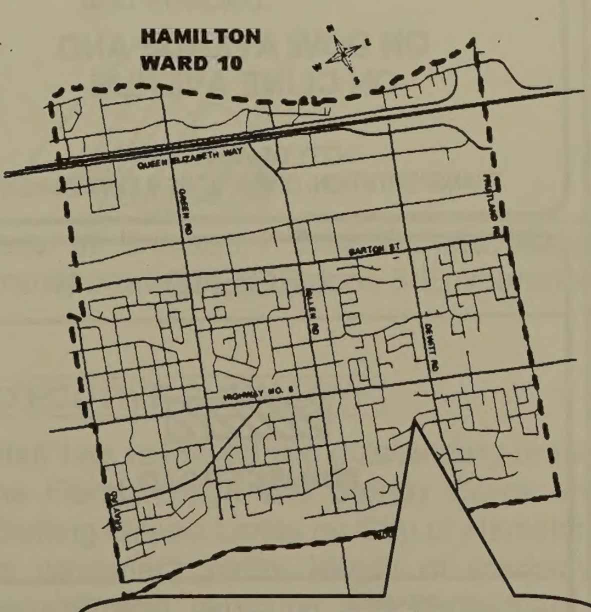
▨ **SUBJECT ROAD**

SCALE	DATE
NOT TO SCALE	**2002-08-26**

REFERENCE FILE NO: **TOE02166**


PECAN CT
SALINA PL
GINTON CT
GUYRAL PL
VISION PL
HERITAGE DR
TREDONIA PL
40KM/H SPEED LIMIT RECOMMENDED
GLENASHTON DR
HARBRITE DR
SEVILLE CT
MIDWAY ST
FARMINGDALE CR
ADRIATIC BV
COLDCREST DR
SUNHAVEN CT
GLENASHTON DR
PRESIDENT DR
SKYE CT
DEWITT RD
ALDER CT
BEN NEVIS DR
FERNVIEW CT
MAPLE DR
HILTS DR
MATHERS DR
PLATEAU PL
WYVIS CT
HORN CT
MACOUL DR
ORR CR
DUNDEE DR
BEN TIRRAN CR
MACOUL DR
ORR CR
JENNY CT

KEY MAP


HAMILTON
WARD 10
QUEEN ELIZABETH WAY
BARTON ST
HIGHWAY NO. 8
DEWITT RD

THE WEST PROPERTY LINE OF
98 GLENASHTON DRIVE TO DEWITT
ROAD ON GLENASHTON DRIVE

LOCATION PLAN

PROPOSED SPEED LIMIT CHANGE

ON GLENASHTON DRIVE

CITY OF HAMILTON
TRANSPORTATION, OPERATIONS & ENVIRONMENT

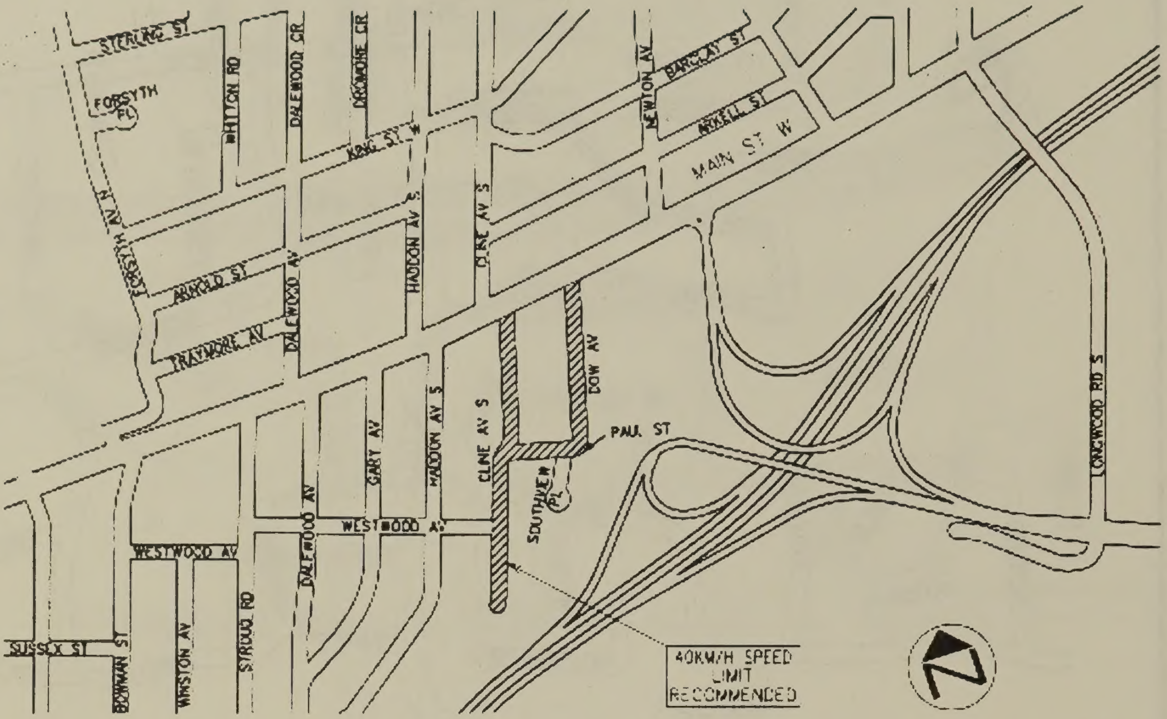
LEGEND

▨

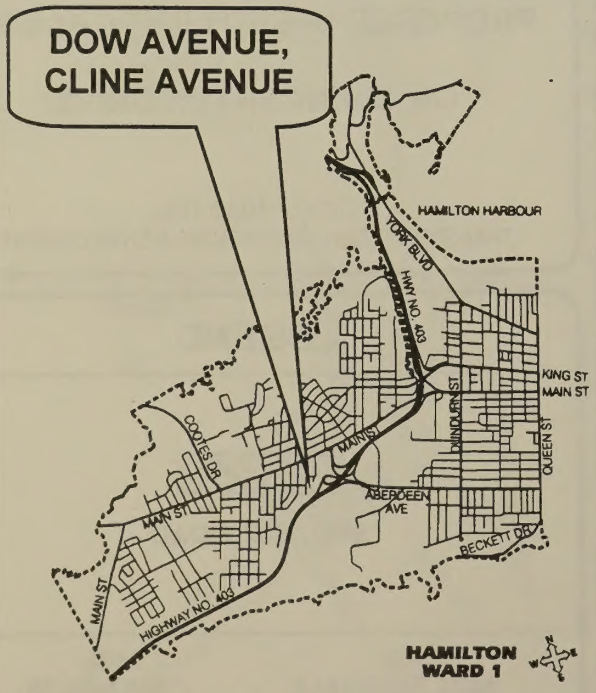
SUBJECT ROAD

SCALE	DATE
NOT TO SCALE	**2002-08-26**

REFERENCE FILE NO: **TOE02166**


STERLING ST
FORSYTH PL
WHITTON RD
DALEWOOD CR
DROMORE CR
KING ST W
NEWTON AV
BARCLAY ST
ARKELL ST
MAIN ST W
FORSYTH AV N
FORSYTH
ARNOLD ST
DALEWOOD AV
HADDON AV S
CLINE AV S
TRAYMORE AV
DOW AV
PAUL ST
GARY AV
HADDON AV S
CLINE AV S
SOUTHVIEW PL
WESTWOOD AV
WESTWOOD AV
DALEWOOD AV
SUSSEX ST
BOWMAN ST
WINSTON AV
STROUD RD
LONGWOOD RD S
40KM/H SPEED LIMIT RECOMMENDED

KEY MAP


DOW AVENUE,
CLINE AVENUE
HAMILTON HARBOUR
YORK BLVD
HWY NO 403
KING ST
MAIN ST
DUNDURN ST
QUEEN ST
COOTES DR
MAIN ST
ABERDEEN AVE
BECKETT DR
MAIN ST
HIGHWAY NO 403
HAMILTON
WARD 1

LOCATION PLAN

PROPOSED SPEED LIMIT CHANGE

**ON DOW AVENUE AND
ON CLINE AVENUE**

CITY OF HAMILTON
TRANSPORTATION, OPERATIONS & ENVIRONMENT

LEGEND

▨

SUBJECT ROAD

SCALE	DATE
NOT TO SCALE	**2002-08-26**

REFERENCE FILE NO: **TOE02166**

AFFECTS
WARDS 9,14,15

CITY OF HAMILTON

15.6

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Roads & Traffic

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng. General Manager
Date:	August 26, 2002	**Prepared by:**	Sue Russell Extension 5660

SUBJECT: **Speed Limit Requests on Rural Roads - Flamborough and Stoney Creek (TOE02164) - (Wards 9, 14, and 15)**

RECOMMENDATION:

(a) That the speed limit on Kirkwall Road from 450 metres north of Concession 8 West to 520 metres south of Concession 8 West be set at 60 km/h; and

(b) That the speed limit on Centre Road from Campbellville Road to 300 metres southerly be set at 60 km/h; and

(c) That the speed limit on Centre Road from 46 metres north of Concession 5 East to 450 metres south of Concession 6 East be set at 60 km/h; and

(d) That the speed limit on Second Road West from Rymal Road East to Highland Road West be set at 50 km/h; and

(e) That the attached by-law to amend the City of Hamilton By-law 01-215 be passed and enacted.

Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

EXECUTIVE SUMMARY:

Staff has reviewed the outstanding requests to change the speed limits on the roads in the Flamborough and Stoney Creek area using the City Council approved policy for "Setting Speed Limits on City of Hamilton Roadways". The policy considers such factors as pavement width, length of roadway, horizontal and vertical geometry, driveway density, and vehicular and pedestrian volumes. In conjunction with the policy, staff determined the 85th percentile speed of each road. The 85th percentile speed is the speed at which 85 % of the traffic is travelling at or below. Also, staff physically drove each section of roadway to personally assess the appropriateness of the Speed Limit Policy result.

The result of each study was reviewed with the Ward Councillors in detail prior to making final recommendations.

BACKGROUND:

Kirkwall Road at Concession 8 West

An area resident requested that the speed limit on Kirkwall Road in the area of Concession 8 be reviewed. The former Region of Hamilton-Wentworth recognized Kirkwall as a hamlet. The intersection of Kirkwall Road and Concession 8 is controlled by an all-way stop. Kirkwall Road has a posted speed limit of 80 km/h. Concession 8 has a posted speed limit of 70 km/h with a reduced speed limit posted of 50km/h for the limits of the hamlet, approximately 400m east and west of the intersection.

The section of Kirkwall Road, directly north and south of the intersection, has vertical and horizontal curves with a small residential enclave. The remainder of Kirkwall Road has a straight alignment with good visibility. Staff recommends that the speed limit in the area of the residential enclave, approximately 400m north and south of the intersection, be set at 60 km/h and that the 80km/h speed limit be retained for the remainder of Kirkwall Rd.

Centre Road south of Campbellville Road

Staff received a request from representatives of the Mountsberg Community Centre Children's Safety Project that the speed limit on Centre in the area of the Community Centre be lowered. This section of Centre Road has a posted speed limit of 80 km/h. The 85th percentile for this section of road is 68 km/h. The northerly end is abutted by a community centre, playground and baseball diamond. Furthermore, there is an existing northbound and southbound stop control on Centre at Campbellville. Staff recommends that the speed limit in this area of the Community Centre be set at 60 km/h.

Centre Road north of Concession 5 East

Councillor Margaret McCarthy forwarded a request from area residents that the speed limit in on Centre north of Concession 5 be reviewed. This section of Centre has a posted speed limit of 80 km/h and is approximately 1km in length. South of Concession 5 the posted speed was recently reduced to 60 km/h. North of the 80 km/h section of roadway the posted speed limit is 50 km/h. There is a vertical curve at the south end of the 80 km/h section that limits motorists' visibility. There are a total of 36 driveways in this section. Staff recommends that the speed limit be set at 60 km/h for the section of Centre.

Second Road West between Highland Road West and Rymal Road East

Second has a posted speed limit of 60 km/h with a straight alignment and excellent visibility. This roadway has been redeveloped as part of a residential sub-division. The roadway has the same characteristics as an urban roadway, i.e., street lighting, boulevard and sidewalks. Therefore, it would be appropriate to set the speed limit at 50 km/h.

ANALYSIS OF ALTERNATIVES:

An alternative would be to take no action. However, the objective of setting a speed limit is to provide a speed limit that the majority of motorists will respect and obey with minimal police enforcement.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Sufficient funds are available in regular current accounts to cover the cost of manufacturing, installing and maintaining the required signs.

POLICIES AFFECTING PROPOSAL:

The subject recommendations are in keeping with the approved policy for "Setting Speed Limits on City of Hamilton Roadways".

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

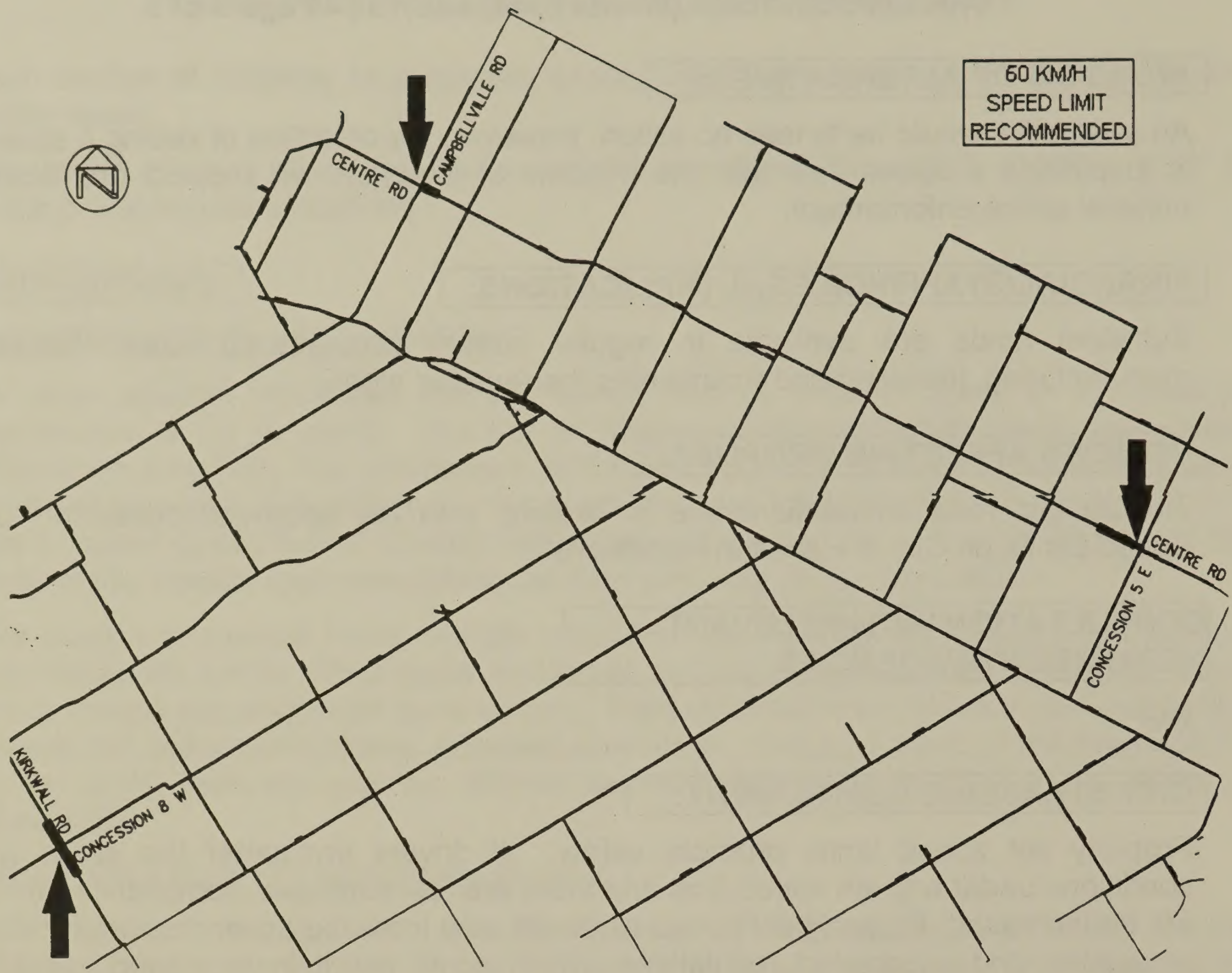
N/A

CITY STRATEGIC COMMITMENT:

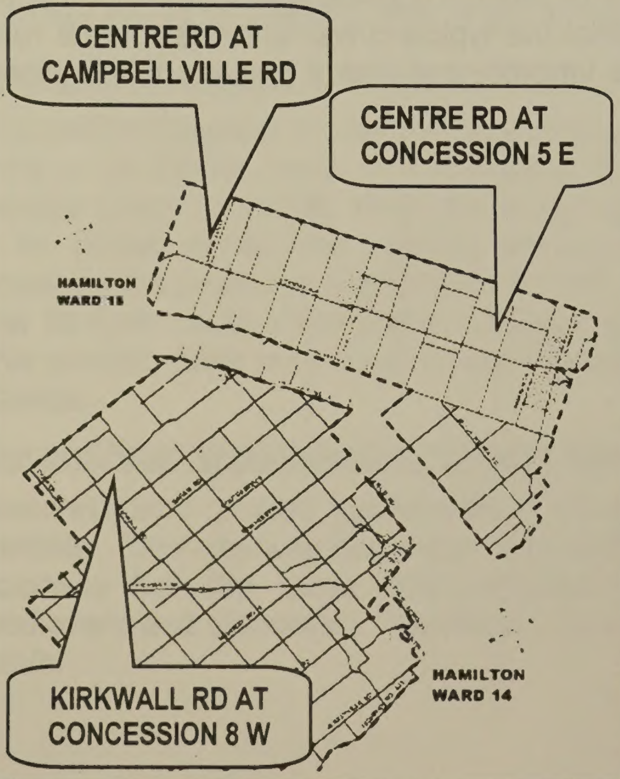
Properly set speed limits promote safety. If drivers encounter the same type of conditions under a given speed limit and there are few surprises, compliance and safety will be increased. Properly set speed limits will also increase driver respect for all types of signing and associated regulations, which could result in increased overall road safety.

Another advantage of optimally set speed limits is credibility. If the majority of speed limits make sense to drivers, there is a better chance of getting drivers to react to lower speed limits where there truly are issues of safety requiring lower speeds. Thus, it is important not to set speed limits below what the typical driver considers to be realistic. Not only will an individual speed limit be ignored, but also it lessens the likelihood of other speed limits being obeyed.

Attached: Key Maps & By-Law


60 KM/H
SPEED LIMIT
RECOMMENDED
CAMPBELLVILLE RD
CENTRE RD
CENTRE RD
CONCESSION 5 E
KIRKWALL RD
CONCESSION 8 W

KEY MAP


CENTRE RD AT
CAMPBELLVILLE RD
CENTRE RD AT
CONCESSION 5 E
HAMILTON
WARD 15
HAMILTON
WARD 14
KIRKWALL RD AT
CONCESSION 8 W

LOCATION PLAN

PROPOSED SPEED LIMIT CHANGES:

CENTRE RD AT CAMPBELLVILLE RD
CENTRE RD AT CONCESSION 5 E
KIRKWALL RD AT CONCESSION 8 W

CITY OF HAMILTON
TRANSPORTATION, OPERATIONS & ENVIRONMENT

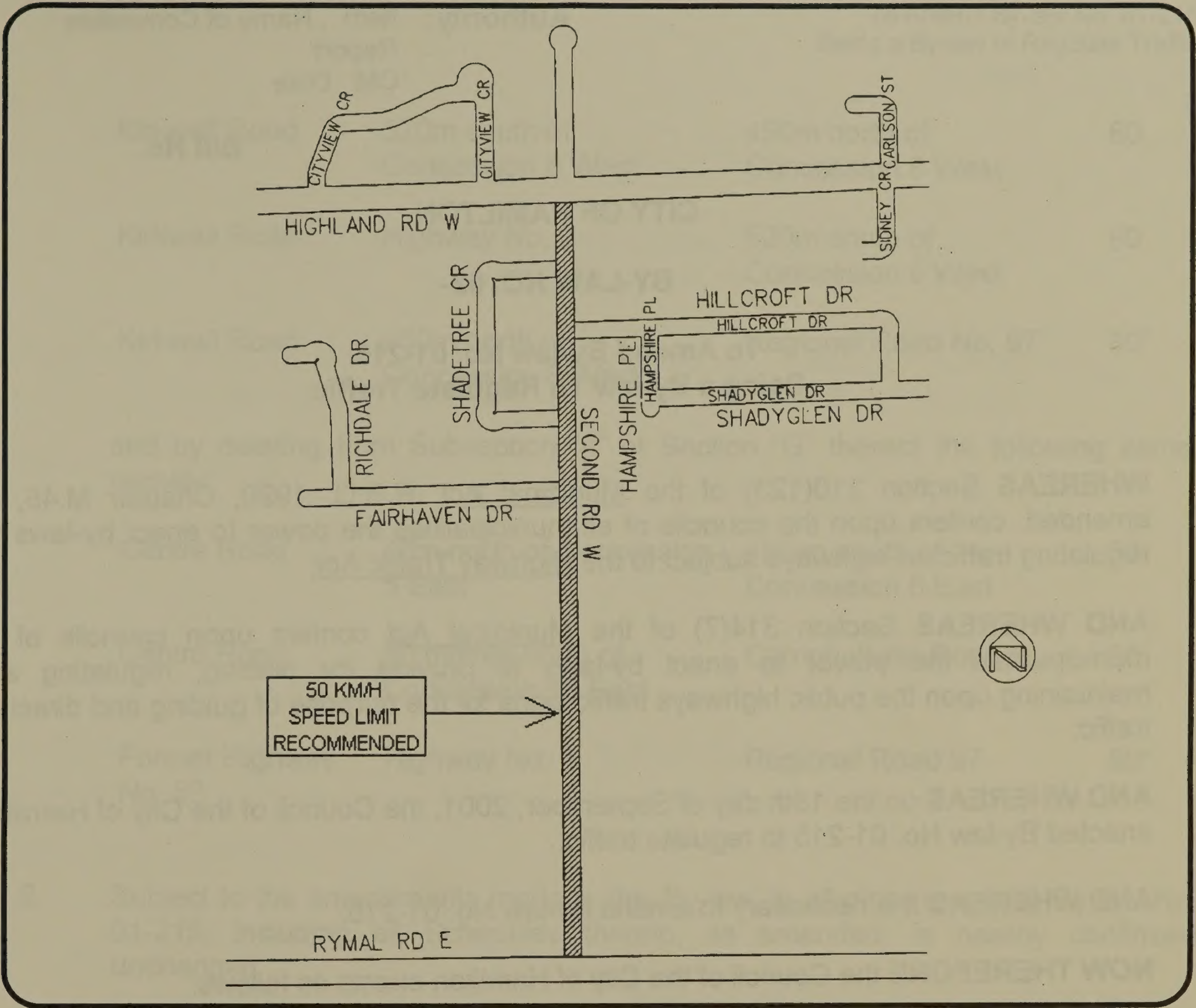
LEGEND

▬ ⬅

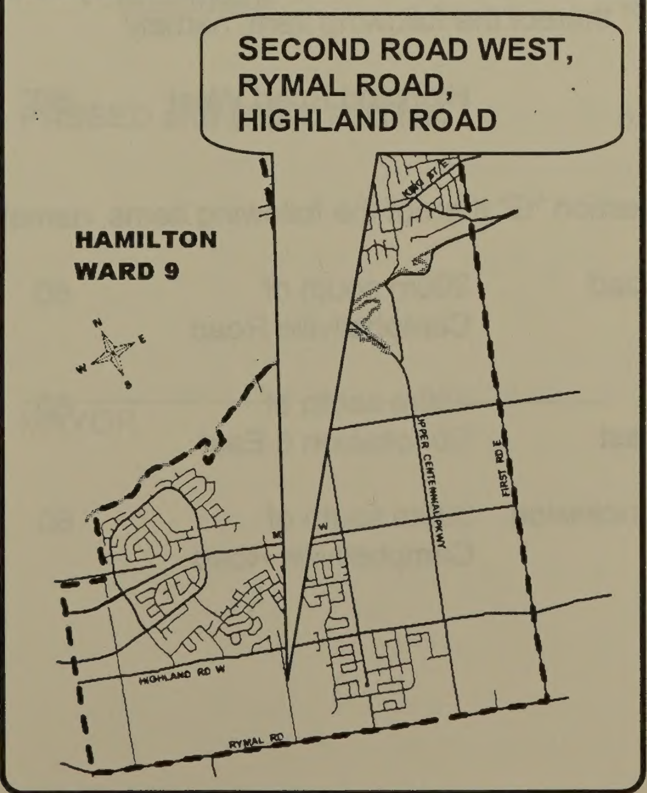
SUBJECT ROADS

SCALE	DATE
NOT TO SCALE	**2002-08-26**

REFERENCE FILE NO: **TOE02164**


CITYVIEW CR
CITYVIEW CR
CARLSON ST
HIGHLAND RD W
SIDNEY CR
SHADETREE CR
HILLCROFT DR
HILLCROFT DR
HAMPSHIRE PL
HAMPSHIRE PL
RICHDALE DR
SHADYGLEN DR
SHADYGLEN DR
SECOND RD W
HAMPSHIRE PL
FAIRHAVEN DR
50 KM/H SPEED LIMIT RECOMMENDED
RYMAL RD E

KEY MAP


SECOND ROAD WEST,
RYMAL ROAD,
HIGHLAND ROAD
HAMILTON
WARD 9
N
E
S
W
KING ST E
UPPER CENTENNIAL PKWY
FIRST RD E
HIGHLAND RD W
RYMAL RD

LOCATION PLAN

PROPOSED SPEED LIMIT CHANGE

ON SECOND ROAD WEST FROM RYMAL ROAD TO HIGHLAND ROAD

CITY OF HAMILTON
TRANSPORTATION, OPERATIONS & ENVIRONMENT

LEGEND

▨

SUBJECT ROAD

SCALE	DATE
NOT TO SCALE	**2002-08-26**

REFERENCE FILE NO: **TOE02____**

Authority: Item , Name of Committee
Report
CM: Date

Bill No.

CITY OF HAMILTON

BY-LAW NO. 02-

To Amend By-law No. 01-215 Being a By-law To Regulate Traffic

WHEREAS Section 210(123) of the Municipal Act, R.S.O. 1990, Chapter M.45, as amended, confers upon the councils of all municipalities the power to enact by-laws for regulating traffic on highways subject to the Highway Traffic Act;

AND WHEREAS Section 314(7) of the Municipal Act confers upon councils of all municipalities the power to enact by-laws to provide for placing, regulating and maintaining upon the public highways traffic signs for the purpose of guiding and directing traffic;

AND WHEREAS on the 18th day of September, 2001, the Council of the City of Hamilton enacted By-law No. 01-215 to regulate traffic;

AND WHEREAS it is necessary to amend By-law No. 01-215;

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

1. Schedule 2 (Speed Limits) of By-law No. 01-215, as amended, is hereby further amended by deleting from Section "F" thereof the following item, namely:

"Second Road West	Highway 53	Highland Road West	60"

and by adding to Subsection "4" of Section "G" thereof the following items, namely:

"Centre Road	Campbellville Road	300m south of Campbellville Road	60
Centre Road	46m north of Concession 5 East	450m south of Concession 6 East	60
Centre Road	50m north of Concession 10 East	300m south of Campbellville Road	80

Kirkwall Road	520m south of Concession 8 West	450m north of Concession 8 West	60
Kirkwall Road	Highway No. 8	520m south of Concession 8 West	80
Kirkwall Road	450m north of Concession 8 West	Regional Road No. 97	80”

and by deleting from Subsection “4” of Section “G” thereof the following items, namely:

“Centre Road	46m north of Concession 5 East	450 m south of Concession 6 East	80
Centre Road	50 metres north of Concession 10 East	Campbellville Road	80
Former Highway No. 52	Highway No. 8	Regional Road 97	80”

2. Subject to the amendments made in this By-law, in all other respects, By-law No. 01-215, including all Schedules thereto, as amended, is hereby confirmed unchanged.

3. This By-law shall come into force and take effect on the date of its passing and enactment.

PASSED and ENACTED this day of , 2002

MAYOR

CLERK

CITY WIDE IMPLICATIONS

15.7

CITY OF HAMILTON

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Waste Management Division

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng. General Manager
Date:	August 27, 2002	**Prepared by:**	Blair Smith, Extension 4770, Beth Goodger Extension 3916 David Trevisani Extension 2617

SUBJECT: Recycling Program Issues (TOE02173) - (City Wide)

RECOMMENDATION:

(a) That from March 31, 2003 to December 31, 2005 the City's interim Recycling Program include the following components:

- i) Weekly curbside collection service for all eligible properties with 6 units or less;
- ii) Automated recycling cart collection services for all eligible properties with more than 6 units;
- iii) Recycling collection in public spaces;
- iv) Recycling collection from festivals and events;
- v) Collection of recyclable materials from elementary and secondary schools; and
- vi) Processing and marketing of recyclable materials at the City's Material Recycling Facility.

(b) That the General Manager of Transportation, Operations and Environment obtain detailed costing for the following options for the provision of collection services:

- i) Determine costs and resources required for the City, using its own forces, to deliver 100% of recycling collection services identified in recommendation (a) (i), (ii), (iii), (iv) and (v);
- ii) Determine costs and resources required for the City, using its own forces, to deliver 50% of recycling collection services (public zones) identified in recommendations (a) (i), (iii) and (iv);
- iii) Issue a Request for Proposals for 100% of recycling collection services identified in recommendation (a) (i), (ii), (iii), (iv) and (v);

iv) Issue a Request for Proposals for 50% of recycling collection services (contracted zones) identified in recommendations (a) (i) ,(ii) and (iv);

v) Issue a Request for Proposals for the provision of recycling collection services for Multi-residential properties from March 31, 2003 to December 31, 2005 in the option where collection services are split 50/50 between the public and private sector; and

vi) Recyclable materials from schools will be collected either as part of the automated recycling cart service or as part of curbside collection service where collection services are split between public and private service providers.

(c) That the General Manager of Transportation, Operations and Environment obtain detailed costing for the following options for the processing and marketing of recyclable materials identified in recommendation a(vi):

i) Determine costs and resources required to operate the Material Recycling Facility (MRF) by City forces; and

ii) Issue a Request for Proposals for the operation of the City-owned Material Recycling Facility (MRF) from March 31, 2003 to December 31, 2005.

(d) That City staff meet and discuss with CUPE Local 5167 the options outlined in recommendations b(i); b(ii) and c(i) and obtain CUPE's input for in-house services.

(e) That Hamilton-Wentworth Third Sector Employment Enterprises be requested to submit a proposal to continue to provide training services and trainees for the processing operations from March 31, 2003 to December 31, 2005.

(f) That the Third Sector deficit of $808,000 be funded as follows:

i) First be absorbed in the 2002 Transportation, Operations and Environment Budget;

ii) second from overall 2002 Corporate Surpluses; and

iii) third from Tax Stabilization Reserves.

(g) That the General Manager of Transportation, Operations and Environment report back with the results of the RFP and costing process.

Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

EXECUTIVE SUMMARY:

In June 2001 when Philip Services Corporation (PSC) stopped providing recycling services as part of its contract with the City, the subcontractors formerly used by PSC, Third Sector Recycling and Les Kecumba, were contracted directly by the City to continue provision of collection services. Negotiations between the City and PSC in the later half of 2001 resulted in the City acquiring the Material Recycling Facility (MRF) located at 1579 Burlington Street East in late December 2001 and Third Sector being contracted directly by the City to continue operation of the MRF and processing recyclable material collected. Council gave approval to enter into a short term agreement with Third Sector as an interim solution for the delivery of the recycling program, recognizing that further changes to the program were necessary as part of the Solid Waste Management Master Plan (SWMMP).

A letter was received from Third Sector in June 2002 indicating they could no longer operate and manage recycling services without additional funding. Staff began discussions with Third Sector and took immediate steps to ensure that Third Sector continued to provide the services for which it had been contracted. A review of Third Sector's operations was undertaken to determine the extent of the operating deficit and factors causing the variance. Staff also examined other options to contract for delivery and enhance the delivery of service, recognizing the need to improve waste diversion before the SWMMP is fully implemented.

The review of the Third Sector operation and contract concluded that there would be an operating deficit of approximately $808,000 in 2002, due to changes in materials collected, aging fleet and equipment and forecasting errors on the part of Third Sector. In addition to the operating deficit, there are concerns with the quality of service being provided by Third Sector and the efficiency of their operation. The current contract is on a cost flow through basis with no incentives to encourage efficiencies and cost savings. Third Sector refused to agree to a cost per tonne or a performance based contract during negotiations for the interim agreement.

Staff is recommending that steps be taken to make interim changes to the recycling program starting March 31, 2003 and ending on December 31, 2005 to:

- **Increase Waste Diversion** - The SWMMP sets out a goal of 65% diversion of waste from landfill. Recycling is expected to divert approximately 33% of the waste from landfill and the current recycling program diverts only 11% of the waste stream from landfill. Similar programs in other municipalities are diverting 25-30%. Public education will be an essential component in improving participation and waste diversion rates. This poor diversion rate is attributed to unreliable service, which discourages participation. Expectations are not being met and changes must be made as soon as possible to improve confidence and participation in the recycling program. The structure of the current arrangement is also limiting the ability to expand the program into areas such as multi-residential collections.
- **Improve Program Efficiencies** - Changes can be made to optimize routes, equipment and staffing levels resulting in more efficient operations, lower costs and higher commodity revenues. Program efficiency will be a key factor in determining funding levels from the newly formed Waste Diversion Organization. Less efficient programs will not receive full funding.
- **Address Fleet Concerns** - Vehicles must be added to the fleet, however, the City has no replacement reserve and is looking to make a fundamental change in its collection system in 2006 as part of the SWMMP. Over 50% of the fleet requires replacement which will significantly increase cash flow requirements for a short term investment.

The interim recycling program would include:

- **Collection services** - Curbside collection (blue box program), automated collection using carts from multi-residential units, collection of recyclables from public areas and events, and elementary and secondary schools.
- **Processing** - Processing of recyclable materials at the City's Material Recycling Facility (MRF), with minor modifications to the facility to improve the quality of materials being sold and reduce the amount of residual waste.
- **Marketing** - Selling of recyclables to end markets to maximize revenues from materials collected.
- **Community Outreach** - Promoting changes to the program to increase participation and double the recycling program waste diversion rate from 11% to 22%.
- **Employment Training** - Maintaining this component by creating a stand alone training program that provides a set number of staff to the processing operation.

There are several options to deliver the interim recycling program ranging from continued contracting with service providers for 100% delivery of the service, terminating all contracting with service providers and having the City takeover under its own management and employees, 100% of the delivery of service, and combinations in between. These options and their related costs will be explored by issuing a Request for Proposals and at the same time determining in house costs and resource/equipment requirements. The in-house costing will be finalized on or before the RFP closing date so that the integrity of the process is maintained. Staff will meet with CUPE 5167 to discuss the in-house service delivery options and involve CUPE in the development of the 100% and 50% in-house model.

A final decision must be made before the end of 2002 in order to implement the interim recycling program objectives by March 31, 2003. This date coincides with the start date of the next Waste Collection Calendar that will be distributed in early March. Use of this communication tool simplifies the information going to residents and allows other community outreach techniques to be added to increase participation in the recycling program.

BACKGROUND:

This report affects all wards in the City. Recycling collection and processing services are currently provided by Third Sector Recycling and Les Kucemba and have been contracted directly by the City since June 2001 when PSC ceased to perform its obligations under its contract with the City. Since that time, Third Sector has continued to provide collection services of recyclable materials in the urban areas of the City and Les Kucemba has continued to provide collection service in the rural areas of former Flamborough, Ancaster and Stoney Creek. From June to December last year, all collected materials were delivered directly to a temporary recycling depot located at the Kenora Transfer Station with all fibre material being shipped to Abitibi Paper in Toronto and all co-mingled (cans plastics and glass products) being shipped to Niagara Recycling in St. Catharines. In January 2002, Third Sector began providing to the City contracted recycling processing services at the Material Recycling Facility, having previously provided contracted recycling processing services to PSC.

Compensation to both Third Sector and Les Kucemba has been based on an "actual cost for service" basis, similar to the previous arrangement with PSC. For the purpose of budget preparation, both contractors were requested to supply a 12-month, 2002 operating forecast. Forecasts from both Third Sector and Kucemba were received and incorporated into the Waste Collection Section 2002 Operating Budget, which was presented and approved by Council.

In June 2002 a letter was received from Third Sector indicating they could not continue operating the program without additional funding. Third Sector was having difficulty staying within their submitted operating forecast and in fact were creating overruns that could result in cost increases of approximately $808,000 or 20% over the forecast. Staff advised Council through an e-mail on June 26th and were to report back to Council by the end of July on a preferred course of action.

This interim approach beyond 2003 is being recommended to bridge between the current situation and new facilities required under the Solid Waste Management Master Plan (SWMMP). Staff recommend that the interim recycling services end December 31, 2005 to coincide with the other collection service contracts, which will ease the transformation of the waste management system. Adding additional materials will provide an opportunity to revive interest and participation in the recycling program. This will lead to increased waste diversion and progress toward the City's 65% waste diversion target.

What has been presented in this report is a course of action, which will explore options for the present recycling program to continue with improvements to waste diversion and participation.

ANALYSIS OF ALTERNATIVES:

There are four options, which can be considered by Council at this time for the interim recycling program from March 31, 2003 to December 31, 2005:

- **Status Quo** - The City could continue to contract with both Third Sector and Kucemba to continue to provide recycling services until December 31, 2005 and extend the current agreements. Under this arrangement, the City would continue to pay all operating costs to both contractors. Under this arrangement there is no "cost per accomplishment" or unit price measurement which ensures cost accountability from the contractor(s) and as recently been experienced, costs can fluctuate substantially with the City being held responsible for payment. As well, the City would continue to be responsible for 100% of the fleet costs, which had previously been the responsibility of PSC under its contract with the City.

  This option is not being recommended, however, the employment training component should be retained. Third Sector has a long history in Hamilton, beginning as Third Sector Employment Enterprises in 1977 offering collection of newspaper in Dundas and Westdale. Their role in the recycling program has changed over time but the training component has continued and is their core business. The company has indicated that this is a keen interest and would like to continue with this training program regardless of whether Third Sector retains its contract with the City to provide recycling services.

It is recommended that the Third Sector employment training program continue and that the provision of a specified number of staff from the Third Sector employment program to the processing operation be integrated into whatever approach is adopted for the delivery of recycling processing services. It is being recommended that Third Sector be required to submit a proposal for approval by Council.

- **Request for Proposals** - A Request for Proposals (RFP) could be issued to obtain pricing for continued operation of the recycling program under a 100% contract for delivery of services arrangement. This option has the attraction of not requiring the City to become engaged in the direct management and delivery of recycling services but contract administration will be critical. Performance is governed by contract terms and contracts are paid on a per tonne basis, bid & performance bonds are required. The RFP evaluation matrix will be essential to ensure that lowest cost isn't the sole factor in awarding the RFP

  Private sector companies operate other facilities and bring the potential for innovation at the MRF by sourcing used equipment that will optimize the facility during the short term contract. Further, there are deeper staffing resources for companies in the business of recycling operations.

  With this option, capital requirements for fleet are eliminated and absorbed in the contract cost as the contractor uses its own vehicles. There is a concern about availability of vehicles with this option. The Third Sector training program can be maintained by requiring bidders to use a specified number of staff from the Third Sector training program at the MRF operation.

  Third Sector would be encouraged to submit a proposal as part of this process.

- **In House Operation** - In general, a 100% City managed program using employees of the City would offer direct control of operations which the City currently does not enjoy and should lead to an overall improvement in the delivery of service. This option would offer hands on administration by the City and quick accountability. The principal disadvantage of this option is that the City would continue to be responsible for 100% of the fleet costs which had previously been the responsibility of PSC under its contract with the City. As well, the City currently has no management experience either in the operation of the MRF or in managing the ancillary recycling services.

  Management expertise in MRF operations that may be difficult for the City to provide in the short term. Services from experts in this area could be an interim solution.

  Discussions with CUPE have been initiated and the 100% City managed and staffed operation scenario can unfold 2 ways. CUPE has identified 2 possibilities with respect to taking on the operation, either a stand alone collective agreement or integration of new employees for the City providing recycling services into the existing bargaining unit. The negotiation of a stand alone collective agreement between the City and CUPE for employees of the City engaged in providing recycling services has the potential of maintaining the existing pay schedules as between Third Sector and CUPE.

  The Third Sector training program would be utilized to provide a specified number of staff for the MRF operation.

- **Blended Approach** – The model used for waste collection could be used, that being a 50/50 split between services provided by employees engaged by the City and services provided by contracted operators. This option reduces the City's cash flow requirements for financing fleet costs as it is anticipated that the contract with a private sector operator will require such an operator to finance 100% of the vehicles in a short term contract. The option spreads risk from an operational and financial perspective, allowing for competition.

  With this option, the MRF would continue to be operated by a contractor which will be required to demonstrate management expertise in the operation of this facility as would be the case in the 100% contracted option. The Third Sector Training program would continue to be used to provide an agreed upon number of staff to the contractor operating the MRF.

Cost estimates for all of the options are being developed, however, at this time it is being recommended that a RFP be issued to obtain market pricing on the contract options for both 100% and 50/50 split options. At the same time in house costs and discussions with CUPE will occur. The results of the RFP process and detailed costing information will be brought forward to the December Committee of the Whole and Council meeting.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial Implications:

The Director of Waste Management and Manager of Collections together with the Manager and Business Associate of Finance Administration for Transportation, Operations and Environment held a series of meetings with a Senior Board member and the Executive Director of Third Sector Recycling. The purpose of these meetings was to understand the drivers of the unfavourable variances, and confirm that charges from January to May were appropriate and reasonable.

The details and explanation Third Sector Recycling representatives provided to City staff, indicate transactions charged to date were reasonable and appropriate. It should be noted the review was limited to an inquiry and not an audit of the transactions City staff identified as questionable. Third Sector Recycling is prepared to allow the City to perform a more comprehensive review if requested.

Projected Year end Deficit

	$
Third Sector Approved City Budget	3,984,090
Costs Paid to Date (Jan. to May)	(1,950,434)
Revised projected Forecast (June to Dec.)	(2,841,656)
Projected Year End Variance	(808,000)

As noted in the chart above, the unfavourable variance attributable to Third Sector Recycling services is projected to be $808,000. The major drivers of this variance are noted in the following chart.

FACTOR	VARIANCE	Percentage
Additional Materials Collected	($420,160)	52 %
Forecasting	(315,120)	39 %
Aging Fleet & Equipment	(121,200)	15 %
Other Factors	48,480	(6 %)
Projected Year End Variance	($808,000)	100 %

- **Additional Materials Collected:** There has been an increase in the amount of polyethylene terephthalate (PET) plastic and corrugated cardboard in the Blue Boxes collected causing trucks to fill up faster. As a result, additional overtime and sub-contract labour is incurred to meet route deadlines. The material is high volume and low weight, so increases in revenues do not proportionately cover additional collection costs.

  Processing costs were also impacted to meet the additional material demands. This was further impacted by the fact that the Life Skills complement has not been at maximum capacity due to the low unemployment rates in the City of Hamilton.

- **Forecasting:** Third Sector Recycling based the original forecast submitted to the City on the results of their 2000 actual expenditures. As a consequence factors effecting items such as salary, wage, overtime, related benefits and sub-contracted work were understated.

- **Ageing Fleet & Equipment**: There are currently 24 vehicles in the fleet and over 50% (13) of the trucks are 8 years or older. The average useful life of a waste collection vehicle is 8 years. The age of the equipment results in greater downtime for repairs causing higher maintenance costs and greater sub-contracted costs for equipment rentals. Three additional vehicles are expected in mid September and trucks are regularly rented by Third Sector from Kucemba.

  The processing equipment is also ageing and as a consequence requires constant repair. The tin crusher required $10,000 in repairs alone. Replacement parts and maintenance is a variable that is difficult to project due to the age of the equipment.

- **Other Factors:** As note previously the Life Skills complement has not been at a maximum capacity due to the low unemployment rate in the City of Hamilton. Savings in wages and training costs have resulted in a positive variance in this area. This is offset by the additional costs incurred in overtime and sub-contracted labour costs noted in the previous categories.

  There are also administrative cost savings due to gapping in vacant positions experienced in the first half of the year as well as savings in administrative costs such as vehicle insurance, which insurance is currently covered by the City but which Third Sector is supposed to have put in place under its contractual arrangements with the City.

The projected variance of approximately $808,000 is an outcome of the driving factors identified above. The shortfall due to improper forecasting cannot be mitigated. Costs to repair and maintain the aging vehicles and equipment is mandated to meet health and safety standards. Staff does not project any major savings in this category at this time. This leaves the projected deficit due to the increase in PET and corrugated cardboard collection and their associated processing costs.

Discussions have been held with Social and Public Health Services with an objective to increase the number of Life Skill Trainees available to Third Sector which should allow the current service provider to achieve lower overtime and sub-contract labour costs. The City has retained a security services company to ensure that all materials coming into and leaving the Material Recycling Facility are weighed. A Commodity Marketing professional has been contracted to increase revenues from the sale of recycled products. Staff continues to hold discussions with Third Sector's Executive Director to identify other practices that may result in reduced costs or increased revenues.

At this late date in the year, these efforts are not expected to result in substantial reductions to the projected deficit. Staff will continue to monitor this program and report any significant changes to Council in the next budget variance report, scheduled for October 2002.

To ensure the continuation of the recycling program for the remainder of 2002 it is recommended that Council consider funding the projected shortfall to a maximum of $808,000 adjusted for any reductions that may be realized as a consequence of improvements implemented by Third Sector during the remainder of the year.

Legal and Staffing Implications

The legal and staffing implications of the four options are being examined by Legal Services and will be reflected in any Request for Proposals issued as well as in the staff report in December.

POLICIES AFFECTING PROPOSAL:

The policies directly affecting waste diversion programs, including recycling, are those in the SWMMP. The maintenance and potential enhancement of the recycling program support and assist in the implementation of several of the SWMMP recommendations, including:

- contributing to the optimization of the capacity of the Glanbrook landfill by removing recyclables from the waste stream;
- contributing to the 65% diversion target by 2008; and
- supporting continuous improvement to the waste management system.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Waste Management Staff have discussed this issue with staff from Human Resources, Legal Services and Social and Public Health Services. Opportunities exist for financial funds from the Province through the City for training, safety supplies and WSIB expenses for candidates seeking such assistance providing the City be the source for new hires. Social and Public Health Services and Waste Management Staff are reviewing how such Provincial funds might assist the Recycling Program.

In addition, representatives of CUPE 5167 Executive have been contacted to advise of staff's thoughts with respect to provision of these services and our intent to work co-operatively with CUPE on this initiative with Council approval.

The SWMMP Steering Committee has been provided with a presentation on the Recycling Program Issues and has reviewed this report. Informal information sessions for members of Council were also held on August 30th and September 5th.

CITY STRATEGIC COMMITMENT:

Hamilton's Mission, Vision, Values and Goals Statement

The maintenance and improvements to the City's recycling program contribute to the development and enhancement of the City's waste diversion programs which are consistent with Council's Mission, Vision, Values and Goals Statement.

Effective Solid Waste programs support the City's vision for "...a safe, healthy, sustainable community...". The diversion of waste preserves the life of the landfill sustaining capacity for the future.

Recycling programs and improvements contribute to the fulfilment of several of the goals including:

- VISION 2020 (to be addressed below);
- a healthy, safe and green City;
- reducing waste going to the landfill;
- performance measurement of waste diversion programs; and
- best practices – best value, balance service provision and programs with long term benefit of landfill life.

Sustainable Development – VISION 2020

Recycling programs and program enhancements contribute to fulfilling the goal of managing waste safely and responsibly. It is also consistent with several of the specific Strategies for a Sustainable Community for Reducing and Managing Waste, including a comprehensive waste management plan that focuses on the reduction of curbside waste and the diversion of waste for reuse and recycling, and enhancing diversion programs and increasing participation.

SECTION 16

CITY WIDE
IMPLICATIONS

CITY OF HAMILTON

16.1

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Fleet Services
and
FINANCE & CORPORATE SERVICES
Budget & Fiscal Policy Services

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng. General Manager Joseph L. Rinaldo General Manager
Date:	August 23, 2002	**Prepared by:**	R. W. Duncan Extension 5965 Liz Embleton Extension 2016

SUBJECT: Request for an Allocation of Renewal Funds from the Ministry of Transportation Ontario (TOE02161/FCS02106) - (City Wide)

RECOMMENDATION:

(a) That pursuant to the Ontario Transit Renewal Program - Guidelines and Requirements, the Council of the City of Hamilton hereby requests an allocation of renewal funds for the year 2002, for conventional transit vehicles in the amount of $2,299,614.00.

(b) That pursuant to the Ontario Transit Renewal Program - Guidelines and Requirements, the Council of the City of Hamilton hereby requests an allocation of renewal funds for the year 2002, for specialized transit vehicles in the amount of $867,899.00.

Joseph Rinaldo

Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

Joseph L. Rinaldo, General Manager
Finance and Corporate Services

EXECUTIVE SUMMARY:

The Province of Ontario has established a ten-year Transit Renewal Program. This program is intended to provide funding for approximately one-third the cost of conventional transit and specialized transit vehicles being replaced each year.

The Province of Ontario requires that City Council pass a resolution requesting the funding each year.

BACKGROUND:

In 2001 the Province of Ontario announced a ten-year transit renewal funding program, which would begin effective 2002. The program is capped at $3 billion over the ten years and $100 million was approved for conventional and paratransit vehicle replacement during 2002 in the Province of Ontario.

The program is designed to provide a one-third funding subsidy, over a five-year average, for vehicles that are replaced. There is also a ridership ratio that could result in more than a one-third subsidy.

Transit and paratransit vehicle replacements in the City of Hamilton average approximately $6 million per year. This would create a subsidy of $2 million on average. In 2002, the City of Hamilton will spend $13 million on replacement transit and paratransit vehicles. This peak was a result of amalgamation backlogs and a higher than average number of vehicles being due for replacement in 2001 and 2002. Based on the one-third subsidy formula this would have resulted in renewal funds of $4.3 million, but Hamilton was capped at $3,167,513.00 for 2002. The remainder can be re-applied for in subsequent years (but is not guaranteed). The above average replacement requirements for 2002 have resulted in an additional $1 million subsidy that the City otherwise would not have been eligible for.

ANALYSIS OF ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

The Province of Ontario renewal funds will be credited to the appropriate vehicle replacement reserve.

STAFFING IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

The City of Hamilton by submitting a request for an Allocation of Renewal Funds, is agreeing to expend the funds in accordance with guidelines and requirements.

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Copies of the Request for an Allocation of Renewal Funds and the Guidelines and Requirements of the Ontario Transit Renewal Program were forwarded to Rand Roszell, Director, Legal Services and Corporate Counsel, for comment.

The Requests for an Allocation of Renewal Funds were filled out in accordance with the Guidelines and Requirements of the Ontario Transit Renewal Program and in consultation with the Ministry of Transportation, Ontario.

The Finance and Corporate Services Department have been involved in budgeting and allocating funds as a result of the Transit Renewal Program.

CITY STRATEGIC COMMITMENT:

The replacement of transit vehicles is consistent with the City's objectives of reducing vehicle emissions and increasing transit accessibility.

CITY WIDE IMPLICATIONS

16.2

CITY OF HAMILTON

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Waste Management

and

FINANCE & CORPORATE SERVICES
Budget & Fiscal Policy

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng. General Manager Joseph L. Rinaldo General Manager
Date:	August 26, 2002	**Prepared by:**	Phil Jensen Extension 4436 David Trevisani Extension 2617

SUBJECT: 2002 Capital Budget Appropriation Adjustment (TOE02160/FCS02104) - (City Wide)

RECOMMENDATION:

That the 2002 appropriation in Capital Project Number 4149949030 (Rennie Street Closed Landfill Remediation) be increased by $1,500,000 from $6,341,000 to $7,841,000 and the increased funding be financed by a transfer from Capital Project Number 5129792711 (Former Brampton Street Landfill Rehabilitation).

Joseph Rinaldo

Peter M. Crockett, P.Eng., General Manager
Transportation, Operations & Environment

Joseph L. Rinaldo, General Manager
Finance & Corporate Services

EXECUTIVE SUMMARY:

The Rennie Street Closed Landfill Remediation Project encountered significant quantities of PCB material in the Nash Road fill area that required disposal at premium rates above the original contract. The original budget for the two landfills included a total of $6,000,000 to dispose of the material in the Nash Road fill area, and we are on budget overall. This sum is expected to be adequate to complete all of the work in this area including daily monitoring and leachate pumping from the site until the collector is installed. The total of these items will be approximately $1.5 million, which falls within the approved budgets.

BACKGROUND:

The Rennie and Brampton Street erosion control and leachate management approved budget is $23.8 million. This total also includes the Nash Road fill area.

ANALYSIS OF ALTERNATIVES:

PCB wastes are required to be disposed of at approved facilities, at prescribed rates.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Sufficient funds are available in Capital Budget Project Number 5129792711 (Former Brampton Street Landfill Rehabilitation) to accommodate the transfer.

POLICIES AFFECTING PROPOSAL:

The transfer of funds from one capital account (Brampton Street) to the other (Rennie) does not affect the Solid Waste Management Master Plan.

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

All certificates of final disposal for PCB material have been obtained from the waste facility. All Ministry of the Environment & Energy (MOEE) approvals have been secured. Finance Department has been consulted.

CITY STRATEGIC COMMITMENT:

Hamilton's Mission, Vision, Values and Goals Statement

Commitment 3f states "Council will work for and with the community to improve the safety of all residents". The timely disposal of the PCB material requires that the funds be transferred to the Rennie account.

Sustainable Development – Vision 2020

The disposal of the PCB contaminated material meets the goal of safely and responsibly managing waste.

AFFECTS
WARD 11

CITY OF HAMILTON

16.3

TRANSPORTATION, OPERATIONS & ENVIRONMENT
Infrastructure & Environmental Planning

and

PLANNING & DEVELOPMENT
Development Engineering

and

FINANCE & CORPORATE SERVICES
Budget & Fiscal Policy Services

Report to:	Mayor and Members Committee of the Whole	**Submitted by:**	Peter M. Crockett, P.Eng. General Manager Joseph L. Rinaldo General Manager Lee Ann Coveyduck General Manager
Date:	August 14, 2002	**Prepared by:**	Gavin Norman, P. Eng. Extension 2433 Joe Spiler Extension 4519 Sally Yong-Lee Extension 2274

SUBJECT: **Municipal Act Project - Sanitary Sewer on Fifty Road - North Service Road to McCollum Road (TOE02159/FCS02103/PD02185) (Ward 11)**

RECOMMENDATION:

(a) That pursuant to Section 221 and Subsection 210(85) of the Municipal Act, a full cost recovery mechanism be implemented in order to repay a developer for installation of a sanitary sewer on Fifty Road from North Service Road to McCollum Road at an estimated total cost of $155,363 (owner share) including private drain connections, to be recovered in total from benefitting property owners when they connect to the system;

(b) That the owner of 589 Fifty Road be required to pay an additional assessment estimated at $23,187 for the possible future development of the property as a condition of any future Development Agreement for the property; and

(c) That the General Manager of Finance and Corporate Services be authorized and directed to prepare the necessary full cost recovery by-laws.

Joseph Rinaldo

Peter M. Crockett, P. Eng., General Manager
Transportation, Operations & Environment

Joseph L. Rinaldo, General Manager
Finance & Corporate Services

LeeAnn Coveyduck

Lee Ann Coveyduck
General Manager, Planning & Development

EXECUTIVE SUMMARY:

This report seeks authorization for the preparation of full cost recovery by-laws under the Municipal Act for a sanitary sewer on Fifty Road - North Service Road to McCollum Road (Ward 11).

BACKGROUND:

As a requirement of an approved Subdivision Agreement for a development known as Fifty Point, Fifty Point Joint Venture Incorporated is responsible for the urbanization of both Fifty Road and McCollum Road, as well as the installation of a sanitary sewer, from North Service Road to McCollum Road and on McCollum Road from Fifty Road to a pumping station on Shippie Avenue. The sanitary sewer installation provides the opportunity for twenty-two existing homes on Fifty Road to abandon their existing septic systems and connect to City services. There are no existing homes on McCollum Road, although several homes will be constructed by Fifty Point Joint Venture Inc. on the south side of the road.

Phase 1 of the development is currently underway with required upgrades on Fifty Road from North Service Road to Panorama Way substantially complete. Fifty Point Joint Venture is now preparing for Phase 2 of their development and commencing construction on the remaining section of Fifty Road and all of McCollum Road in fall 2002. Per the agreement, the project is being fully funded by Fifty Point Joint Venture Incorporated with the former Region of Hamilton Wentworth, and now the City of Hamilton, responsible for recovering costs for the sanitary sewer installation on Fifty Road from benefitting property owners following requirements of the Municipal Act.

The actual construction cost for the Phase 1 sanitary sewer was $69,982 including private drain connections; Phase 2 construction, Fifty Road only, has been estimated at $124,763 for the sanitary sewer including private drain connections for a total estimated construction cost of $194,745. Fifty Point Venture's share of this cost is equivalent to that of seven lots to be developed by the developer which abut the project. Per the Subdivision Agreement, this results in approximately $155,363 to be recovered by the City of Hamilton for the developer from existing property owners along the road. Fifty Point Venture is fully responsible for the costs for upgrading McCollum Road.

Section 221 of the Municipal Act enables the City to recover all costs, except for private drain costs. Costs for private drains will be recovered following requirements of Subsection 210 (85) of the Municipal Act.

The affected property owners will be notified by the Department of Finance and Corporate Services of their ability to connect to the works. The notification will include the actual construction costs attributed to each owner and information regarding the process to be followed for connection to, and payment for, the new service.

ANALYSIS OF ALTERNATIVES:

Per the Subdivision Agreement, the sanitary sewer installation on Fifty Road from North Service Road to McCollum Road is being constructed and financed by Fifty Point Joint Venture Incorporated. Approval of the recommendations contained in this report will enable the City to recover construction costs for the developer from abutting property owners as owners connect to the service.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The owner's share of the project cost (see Appendix "A"), financed up front by Fifty Point Joint Venture Incorporated, shall be recovered from benefitting property owners upon connection by the City of Hamilton following requirements of Section 221 and Subsection 210(85) of the Municipal Act. The approved method for cost apportionment per Report TOE02005 (Funding Methodologies for Municipal Infrastructure Extensions) is on a per lot basis for residential properties and by land area for non-residential properties. Each owner's share of the project has been calculated assuming an equal benefit to each residential lot.

Affected properties include 22 existing single-family residences on the both sides of Fifty Road between North Service Road and McCollum Road and seven residential lots fronting onto Fifty Road that are part of the Fifty Point development. Included in the 22 properties are two property owners who had an additional private drain installed as part of Phase 1 construction for the purposes of a future severance. As such, these properties have been assessed as two lots. A private drain cost has not been assessed for the additional lots as the owner's paid the developer directly for the installation.

In addition, one existing residence (589 Fifty Road) has a portion of the property being used commercially as a green house. This property has been identified on plans as being subdivided for future residential development although the plan has no official status. Therefore, this property has been assessed proportionately as commercial and as residential to acknowledge the potential future benefit to the property owner if the lands are developed as residential (see Appendix 'B'). This approach ensures a fair cost to other existing property owners by assessing a cost based on its development potential in addition to the cost assessed for the existing house on the property.

As a result, the City of Hamilton is to recover costs for the equivalent of 24 residential lots for Fifty Point Joint Venture Incorporated at a cost of approximately $4,203 per lot for the sanitary sewer and $1,423 for each private drain installed at time of connection.

No. 589 Fifty Road has been assessed an additional cost of $23,187 based on land area to account for the possible future development of this property as residential. Upon approval of this report, the owner of 589 Fifty Road may connect the existing house to the sewer for the assessed cost of a residential lot; however, the owner will only be required to pay the additional assessment cost for the possible future development of the property, as a condition of future Development Agreement for the property, when redevelopment is proposed by the owner.

Final cost allocations, owner share, are subject to actual construction costs for Phase 2 of the project. Per the Subdivision Agreement, owners will only be required to pay their apportioned share of the cost when they connect to the service.

POLICIES AFFECTING PROPOSAL:

Proposed cost recovery - Funding Methodology for Municipal Infrastructure Extensions (TOE02005).

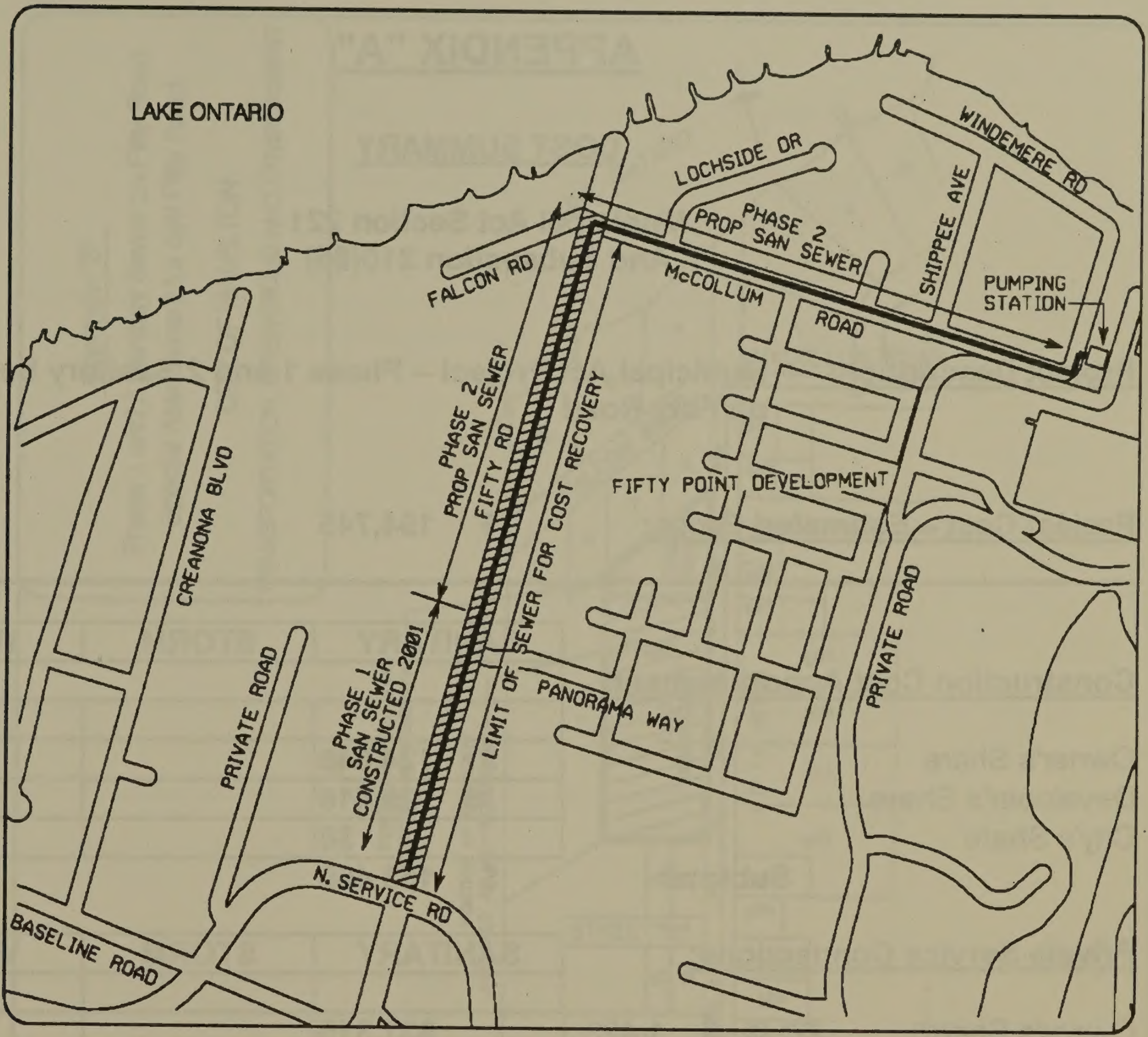
CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

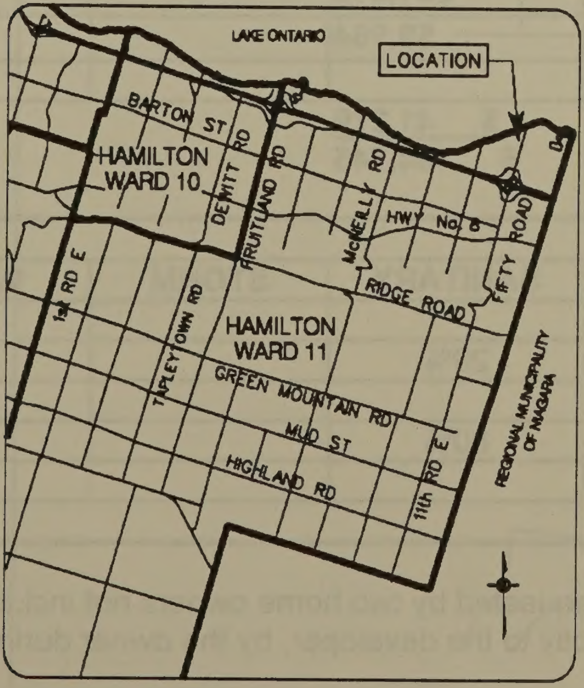
The following were consulted in the preparation of this report:

- Budget and Fiscal Policy Services - Finance and Corporate Services
- Development Engineering - Planning and Development

CITY STRATEGIC COMMITMENT:

This project supports the goals of A Healthy, Safe and Green City through the provision of an efficient and suitable method of sewage collection and treatment for existing residential development.


LAKE ONTARIO
LOCHSIDE DR
WINDEMERE RD
PHASE 2
PROP SAN SEWER
SHIPPEE AVE
PUMPING STATION
FALCON RD
McCOLLUM
ROAD
PHASE 2
PROP SAN SEWER
FIFTY RD
LIMIT OF SEWER FOR COST RECOVERY
FIFTY POINT DEVELOPMENT
CREANONA BLVD
PRIVATE ROAD
PHASE 1
SAN SEWER
CONSTRUCTED 2001
PANORAMA WAY
PRIVATE ROAD
N. SERVICE RD
BASELINE ROAD


LAKE ONTARIO
LOCATION
BARTON ST
HAMILTON WARD 10
DEWITT RD
FRUITLAND RD
McNEILLY RD
HWY No 8
FIFTY ROAD
RIDGE ROAD
1st RD E
TAPLEYTOWN RD
HAMILTON WARD 11
GREEN MOUNTAIN RD
MUD ST
HIGHLAND RD
11th RD E
REGIONAL MUNICIPALITY OF NIAGARA

Location Plan

Phase 1 and 2 Sanitary Sewer on Fifty Road

CITY OF HAMILTON
TRANSPORTATION, OPERATIONS AND ENVIRONMENT

Legend

▨ Location of Project

Scale:	Date:
NOT TO SCALE	AUGUST, 2002

APPENDIX "A"

COST SUMMARY

Municipal Act Section 221
And Subsection 210(85)

Project Description: Municipal Act Project – Phase 1 and 2 Sanitary Sewer on Fifty Road

Project Cost – Estimated Gross: $ 194,745

Construction Cost Apportionment:	SANITARY	STORM	WATER
Owner's Share	$ 124,048		
Developer's Share	$ 29,418		
City's Share	$0		
Subtotal	$ 153,466		

Private Service Connections:		SANITARY	STORM	WATER
Owner's Share	22* @ $ 1,423	$31,315		
Developer's Share	7 @ $ 1,423	$9,964		
Subtotal		$ 41,279		
Total		$ 194,745		

Percentage of Cost Attributed to:	SANITARY	STORM	WATER
a) New Growth - Residential:	20%		
b) New Growth - Non Residential:			
c) Existing Development:	80%		
d) Oversizing:			

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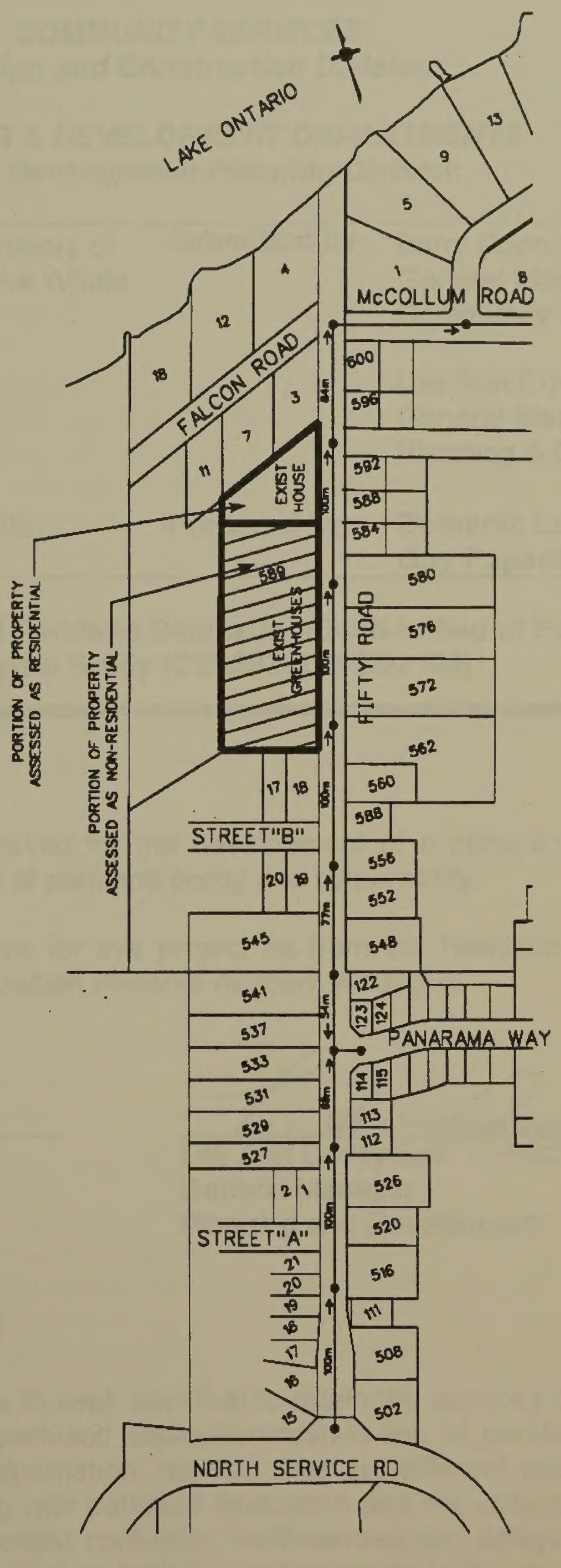
* Cost for two additional private drains requested by two home owners not included, as the monies for the drains were paid directly to the developer, by the owner during Phase 1 construction.

Appendix "B"

Phase 1 and 2 Sanitary Sewer on Fifty Road
Special Assessment for 589 Fifty Road

CITY OF HAMILTON

TRANSPORTATION, OPERATIONS AND ENVIRONMENT


LAKE ONTARIO
McCOLLUM ROAD
FALCON ROAD
FIFTY ROAD
STREET"B"
STREET"A"
PANARAMA WAY
NORTH SERVICE RD
EXIST HOUSE
EXIST GREENHOUSES
PORTION OF PROPERTY ASSESSED AS RESIDENTIAL
PORTION OF PROPERTY ASSESSED AS NON-RESIDENTIAL
13
9
5
1
8
4
12
18
3
7
11
600
596
592
588
584
589
580
576
572
562
560
588
556
552
548
545
541
537
533
531
529
527
122
123
124
114
115
113
112
525
520
516
111
508
502
17
18
20
19
2
1
21
20
19
18
17
16
15
84m
100m
100m
100m
77m
54m
88m
100m
100m

City Wide

CITY OF HAMILTON

16.4

COMMUNITY SERVICES
Design and Construction Division

PLANNING & DEVELOPMENT DEPARTMENTS
Development Planning Division

Report to:	Mayor and Members of Committee of the Whole	**Submitted by**:	Barry Coopersmith General Manager, Community Services Lee Ann Coveyduck General Manager Planning & Development
Date:	**August 29, 2002**	**Prepared by:**	**Domenic Lunardo x 3982** **Guy Paparella x 4225**

SUBJECT: **Consolidated Parkland Dedication/Cash-in-lieu of Parkland Policy and Bylaw Study (CS02076) (PD02184)**

RECOMMENDATION:

(a) That $65,000 be approved for the development of a consolidated parkland dedication/cash-in-lieu of parkland policy and bylaw study;

(b) That the funding source for this project be from the Hamilton Development Charge Parkland Acquisition Reserve Account # 102058.

Barry B. Coopersmith
General Manager
Community Services

Lee Ann Coveyduck
General Manager
Planning and Development

EXECUTIVE SUMMARY:

The purpose of this report is to seek approval to retain the services of a consultant to prepare a consolidated parkland dedication/cash-in-lieu of parkland policy and bylaw. As a result of amalgamation, the City has six different policies from the former municipalities dealing with parkland dedication and the collection of cash-in-lieu of policies. This has created confusion, inefficiencies and delays in processing development applications as well as potential lost revenues to the municipalities.

In consultation with the development community and the initiatives of the "Open for Opportunity" Task Force, the main purpose of this study is to create one comprehensive and consolidated parkland/cash-in-lieu policy and bylaw that is clear and concise outlining the City's parkland dedication requirements as per the Planning Act.

The estimated cost for this work is $65,000. If approved, the project would be completed early in 2003.

BACKGROUND:

Currently there are six separate policies and bylaws addressing the City's parkland dedication and cash-in-lieu requirements as part of any development application. The policies vary from one former municipality to another creating inefficiencies and confusion in the application of the policies. Staff, in consultation with the development community, are recommending that a consultant be retained to assist staff in the preparation of a consolidated parkland dedication/cash-in-lieu policy and bylaw.

The objectives of this study are as follows:

a) To create one comprehensive and consolidated parkland/cash-in-lieu policy that is clear and concise outlining the City's parkland dedication requirements as per the Planning Act.;
b) To maximize the amount of parkland dedication or cash-in-lieu;
c) To provide clear and concise information to the development community and the community at large on how and when the parkland policy shall apply, including how it is calculated;
d) To provide clear internal department/division procedures, roles, responsibilities and accountability with respect to parkland and cash-in-lieu requirements;
e) To provide standard clauses respecting parkland dedication requirements in municipal documents/agreements including but not limited to Official and Secondary plans, subdivision agreements, site plans, Committee of Adjustment approvals, and severance approvals.

The City will seek the services of a team which includes a Planner (understanding of land use policies as it relates to residential and non residential developments and pursuant to the Planning Act); Real Estate and Land Appraiser (understanding of land values and appraisal principles and forecasting potential revenues to the municipality); Parks Planner, (understanding of parks planning principles and objectives).

The estimated cost is $65,000 and it is recommended that the funding be equally shared from reserves from the former six municipalities. This project is critical for the following reasons:

- Ensure clear roles and responsibilities of staff in the administration of parkland requirements and fair application of policies to all development applications;
- Timely review of development applications;
- Ensure clear authority lines for determining requirements therefore minimizing confusion within the development community;
- Centralize the responsibility and accountability for confirming and monitoring requirements and ensuring the collection of funds and dedication of land;
- Simplify requirements;
- Effectively communicate requirements in advance so that the development community can clearly anticipate requirements as part of their development applications;
- Establishing a process of calculating requirements as well as establishing provisions of credits and exemptions to the policy.

In preparing this policy staff will consult the development community and community at large and bring forward recommendations to a future Hearings Sub-committee meeting.

The internal staff team will consist of staff from Community Services, Planning and Development, Transportation, Operations and Environment, Finance and Corporate Services Departments.

Should this item be approved it is anticipated that the study will be completed in early 2003.

ANALYSIS OF ALTERNATIVES:

N/A

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial: The development of a consolidated parkland/cash-in-lieu policy and bylaw will ensure the fair and consistent dedication of parkland and the collection of cash-in-lieu during the development process.

There are no staffing or legal implications at this time.

POLICIES AFFECTING PROPOSAL:

N/A

CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

The following departments were consulted in the preparation of this report.
Design and Construction Division
Corporate Buildings and Real Estate Division
Parks Division
Development Planning Division
Issues arising from the Open for Opportunities Task Force
Finance Division
Legal Services Division
Building and Licensing Division
Hamilton Home Builders Association
Long Range Planning and Design
Transportation, Operations and Environment

CITY STRATEGIC COMMITMENT:

This initiative is consistent with the objectives of Vision 2020 and the following City Strategic goals.

Land Use in the Urban Area
- To encourage development which makes efficient and economical use of infrastructure and services;
- To preserve our natural and historical heritage.

Personal Health and Well Being
- To provide adequate and appropriate health care services for all citizens;
- To promote health and prevent disease and injury;
- To improve personal health status.

Community Well Being and Capacity Building
- To develop cultural institutions, public facilities and parks and open space which inspire community pride and sense of place.

SECTION 17

SECTION 18

SECTION 19

SECTION 20

20.1

MOTION

Council Date: September 10, 2002

MOVED BY COUNCILLOR MCCCARTHY..

SECONDED BY COUNCILLOR..

Re: Mid-Peninsula Corridor

a) That an information session be presented to Council and staff by Ministry of Transportation analysing the issues surrounding the Mid-Peninsula Corridor and that this meeting be organized as soon as possible;

b) That the City of Hamilton Transportation Staff work jointly with the staff of the neighbouring regions affected by the corridor route with regards to seeking public input on the proposal and committing to joint municipal conditions should the highway be put forward by the Province;

c) That the peer review group currently retained by Burlington and the City of Hamilton present its findings to the public jointly in September and advertise jointly with Burlington on the public meeting to take place both in Burlington and Hamilton.

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